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ABSTRACT

The bibliography is designed for learning center instructors at the Los Angeles Community College District who are involved in vocational education for limited-English-proficient (LEP) adults. The bibliography emphasizes vocational English-as-a-Second-Language (VESL) materials that develop occupation-related language skills. In addition to VESL materials, the bibliography includes specially designed texts and other materials prepared to help LEP students understand vocational content. All items are designed for classroom use. The first section contains annotated citations of general VESL textbooks. Five subsequent sections contain simple bibliographic citations of selections in basic skills (mathematics and reading and writing), computer literacy, general technology, general VESL, and technical writing. The final and largest section contains citations relating to specific occupations: agriculture/horticulture, automotive services, building maintenance, business professions (accounting, business management, office and clerical, and word and data processing), construction/carpentry, cosmetology, drafting, electrical trades, electronics, food service, graphic arts, health science, machine and tool shop, plastics, refrigeration/air conditioning/heating, textiles, and welding. Three appendixes include sources for items cited in the bibliography, sources for computer-assisted instruction, and an index to the specific language groups addressed in the items cited. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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VESL RESOURCES

A Guide to Instructional Materials 1988

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VESL RESOURCES

A Guide to Instructional Resources for Vocational English As A Second Language

Los Angeles Community College District
Office of Occupational and Technical Education
1988

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UPDATE 14C

PREFACE

This bibliography has been prepared for the Los Angeles Community College District. It is part of a major effort by the District to ensure that the limited-English proficient students on its nine campuses have an opportunity to meet their occupationally related educational goals. Marilyn M. Urmston and Carolyn Widener have been the leaders for the District in this effect and strong supporters of this bibliography. This resource list will help vocational, English as a Second Language, and learning center instructors identify and obtain materials that will help their limited-English proficient students succeed.

The bibliography has been prepared by the Consortium on Employment (CEC), a California-wide group of educators and employment trainers. The Consortium develops instructional resources, trains program staff, does research, and monitors public policy. CEC began in 1983 with major funding from the Ford Foundation.

INTRODUCTION

This bibliography is an updated listing of selected instructional materials designed to meet the vocational needs of Limited English Proficient (LEP) adults. The bibliography emphasizes Vocational English as a Second Language (VESL) materials which develop occupationally related language skills. The materials help students learn the reading and writing as well as speaking skills which help them succeed in occupational training and on the job. In addition to the VESL materials, this listing includes specially designed texts and other materials prepared to help limited-English proficient students understand vocational content. All of the materials in the bibliography have a "hands-on" orientation and are designed for classroom use.

Given the time and the resources available to this project, it was not possible to review all the materials listed. In many cases the basic information about an entry has been gathered from other sources.

The listings were compiled through a nationwide search of bibliographies, computer databases, educational clearinghouses, government institutions and publishers. Top priority has been given to those materials that have been published in the 1980s. Earlier materials that have been included are either generally respected for their quality and effectiveness or represent subject areas for which it is difficult to obtain materials.

7

SOURCE

The availability and accessibility of the materials have been a primary concern in compiling this bibliography. We have attempted to alleviate the frustration common among educators when they find a citation that appears particularly useful and appropriate, only to later discover that the work is no longer available. Every effort has been made to ensure that all materials are available from a current, established source in the United States as of the beginning of 1988.

All of the sources cited in the bibliography are listed in Appendix A in alphabetical order according to the organization's name. No categorical distinction has been made between commercial publishers, educational clearinghouses, or other non-profit organizations. If more information about any related topic is needed or desired, be sure to check Appendix A for other relevant sources. Particularly useful for answers to either specific or general questions are the Curriculum Coordination Centers with regional locations throughout the country (e.g., Western, Northwestern, Northeastern, Midwestern, etc.). The National Clearinghouse for Bilingual Education, The National Center for Research in Vocational Education and the ERIC Clearinghouse on Language and Linguistics are also excellent sources of information.

***Please be aware that many of these sources are subject to a change of status: publishing house merge, funding for public institutions are terminated or transferred, and so on. Hypothetically, if a certain center would be closed, then the materials usually would be sent to a similar entity, which in turn would disseminate the materials. There might be, however, initial confusion while the materials were on route to a new center. A little persistence and patience will overcome this initial confusion and you should receive the materials originally found cited in this guide.

CAI Materials and Appendix B

Computer assisted instruction (CAI) is an area of education that is consistently changing and expanding. Several high quality materials have been developed by individual educators or institutions, but, unfortunately, these materials are not always available on demand. As a result, we have included a selection of CAI materials on VESL that is not meant to be comprehensive. The sources included have indicated that they will disseminate the materials listed.

Appendix B lists various software companies that produce "coursework" or clearinghouses that can further assist you in your search. Please be aware that several of these firms are small, and that several new ones appear as rapidly as older ones disappear.

The Northwest Regional Education Laboratory has a helpful and descriptive guide to general ESL software. The title is Product Descriptions: ESL Software for Use With High School and Adult Students, by Bruce Carrick. The guide is part of the "MicroSIFT Quarterly Report", May 1987. The publication was sponsored by the Office of Educational Research and Improvement (OERI), U.S. Department of Education. The report should be accessible through: Technology Program, Northwest Regional Educational Laboratory, 101 S.W. Main, Suite 500, Portland, Oregon 97204.

There is also a software buyer's guide that is available through the Adult Literacy and Technology Project, 248 Calder Way, Room 307, University Park, PA 16802. The project director, Annabelle Lavier, says that the guide has student and teacher evaluations of approximately 100 software programs, including prices, lists of the hardware needed and listing of other software evaluations.

HOW TO USE THIS BIBLIOGRAPHY

All materials have been grouped according to occupational areas such as electronic assembly, health sciences or business management. Within each category materials are listed in alphabetical order by title.

Individual Entries

Each entry is composed of seven lines: title, author, publisher/date, languages, media, access and number of pages.

Title: Accounting Spanish
Author: Kemp Constanza
Pub/Date: Project Mainstream, Illinois State Board of Education, 1980.
Languages: Spanish, English
Media:
Access: Curriculum Publishers Clearinghouse
Pages: 54

The first three lines are self-explanatory. The fourth line refers to any language in addition to English that might appear in the text. A blank means that the materials are only available in English. The most frequent bilingual materials are in English/Spanish and English/Vietnamese. Other languages such as Chinese, Lao, or even Sioux are represented. Some materials are only in a non-English language, such as Spanish. They are included for their individual resource value.

The fifth line, "media available", refers to materials of a non-textbook format. These include flashcards, visuals and charts, audiocassettes, videotapes and videodiscs. A blank indicates that only a written text is available.

The sixth line, "access", lists the source from which the cited entry can be obtained. For instance, should you want the text in the sample entry, Accounting Spanish, you would contact Curriculum Publishers Clearinghouse. The full address and telephone number (toll free whenever possible) of all sources can be found in alphabetical order in Appendix A. Appendix A lists the pertinent information of all organizations listed on line six.

Appendix C: Language Index

Specific languages such as Spanish, Vietnamese, Arabic, etc. are cross referenced in Appendix C.

Take for example, a limited-English proficient student, such as a Vietnamese, who approaches the language lab for help in further study and practice in electronic assembly. The staff of the lab could consult the guide under the language section "Vietnamese" and search for appropriate titles such as AC Electronics: Vietnamese Translation (1985). After reading the complete bibliographical description in the "Electronic Assembly" section, the staff could order or recommend the text, written in Vietnamese, for the student's self-study purposes.

In yet another case, the language lab might be approached by a Hispanic student who works at a hotel and is concurrently enrolled in a restaurant management/culinary arts program. The student wants to improve her listening and oral response skills so that she can stand out and advance quicker on the job. The staff could then search under Spanish for any titles concerning food service. The staff might them recommend that the student use the tapes from Career English Restaurant English (1984) or English for Food Technology (1982) to provide focused practice for listening comprehension.

Annotated VESL Selections

The category "General Vocational English as a Second Language (VESL)" refers to the instructional materials that focus on the competencies that apply to all occupations. Those competencies might be those necessary to get, retain or advance on a job. Lessons frequently present how to effectively read job ads, fill out applications, understand schedules and shifts, describe duties and part experiences, interact with supervisors and co-workers, follow workplace safety rules and understand company salary policies and benefits.

We have annotated ten texts and one multi-media package that are highly regarded for their quality by professionals in the field. Short descriptions of their focus and methodology have been adapted from publishers' information regarding the materials. The table of contents have also been included to provide the user of this guide with more insight into the contents.

CONCLUSION

We hope that this bibliography proves to be a useful tool in your search for classroom instructional materials addressing the needs of LEP students.

ANNOTATED VESL SELECTIONS

ANNOTATED VESL SELECTIONS

1. Center for Applied Linguistics. Working in the United States. Englewood Cliffs, NJ: Prentice Hall, Inc, 1986. Multi-media: three one hour videotapes, three student workbooks and teacher's guide.

This multi-media package is a training program in how to function linguistically and culturally on the job. The workbooks provide basic language skills practice while expanding on the material presented in 57 video scenes that depict employee interactions with employers, customers and co-workers in entry-level and transitional jobs. The video scenes emphasize real people in real jobs from a hotel in Virginia, to a laboratory in Indianapolis, to an office building at night in Washington, D.C. Pre- and post-tests are included. (Edited from publisher's description)

Table of Contents

Workbook One: A typical day on the job. Following directions. Asking for clarification. Making small talk.

Workbook Two: Providing feedback. Reporting progress and problems. Responding to interruption and criticism. Workplace forms, diagrams, and time clocks.

Workbook Three: Greeting and farewells. Requesting permission and apologizing for mistakes. Requesting and offering assistance. Safety on the job.

2. Dresner, Joanne, et al. It's Up to You: Language Skills and Strategies for Getting a Job. London: Longham Group Limited, Ltd., 1980.

This intermediate to advanced text develops the linguistic and social skills essential for job seeking in a predominantly English speaking environment. The workbook and audiocassette include activities to stimulate oral communication as well as values clarification. The audiocassette contains authentic excerpts from discussions among personnel interviewers, supervisors and prospective employees, providing examples of the sociolinguistic rules that applicants must follow. (Edited from publisher's description)

Table of Contents

Unit One: Who do you think you are? Exercises in personal evaluation.

Unit Two: What do you think you'll do? Exercises in examining your job needs.

Unit Three: What will you find out? Exercises in using the want ads.

Unit Four: Will they call you? Exercises in calling about jobs.

Unit Five: What's their opinion? Discussion of interviewer's suggestions.

Unit Six: What are you going to say? Exercises in answering interview questions.

3. The Experiment in International Living, et al. Shifting Gears: Hands-on activities for learning workplace skills and English as a Second Language. Brattleboro, Vermont: The Experiment in International Living, 1983. 328 and 332 pages.

Both volumes are handbooks that are intended to be used as teacher resources and not student texts. On the other hand, the included lessons and visuals can be adapted for all language levels.

Book One stresses activities that require following directions so that gradually, as the students begin to hear simple language repeated, they become able to:

-follow and respond to instructions
-indicate understanding
-ask for clarification
-name and describe items they need
-ask for assistance
-give safety warnings
-read and write numbers, measurements, time and prices
-socialize, invite, make excuses, apologize and describe skills

The lessons in Book Two involve more precise standards of measurement, completing more complex projects and learning language and cultural information more directly related to the workplace. Students refine ways to:

quantify-by measuring using units familiar to Americans, including inches, feet, ounces, pounds, teaspoons, cups, minutes and hours;

standardize-by following work orders to produce just one part of a finished products, and by using a written recipe to cook, a pattern to sew and a jig to cut lengths;

classify-by labeling a floor plan with alphanumeric codes, filing names in alphabetical order, sequencing tool pictures and sorting things by size, shape, color and other attributes;

analyze-by estimating what's needed, deciding the steps to follow to complete a project, judging quality and troubleshooting problems;

represent-by using schematic symbols on diagrams, labeling dimensions on charts and maps, putting together a simple dictionary and writing personal information; and produce-by working with attention to speed and quality, by simulating elements of mass production, by using mechanized tools.

(Edited from publisher's description)

4. Hutchinson, Tom; Waters, Alan. Interface: English for Technical Communication. London: Longman Group Limited, 1984. 128 pages.

Interface, a British text, is aimed at the intermediate to advanced student and integrates critical thinking skills with more traditional exercises and practice in developing grammar and vocabulary. Activities creating graphs and flowcharts are included. In each of the ten units there are three sections. Each section contains starter, input, gathering information, language focus and task activities. The input selections are supported by audiocassettes that give the students listening practice at contextualized spoken English. (Edited from publisher's description)

Table of Contents

Unit One: TOOLS

A. Using Tools
B. Repairs
C. Safety

Unit Two: TELECOMMUNICATIONS

A. Telecommunications
B. Video-recorders
C. Sound

Unit Three: HEAT ENGINES

A. Engine types
B. Engine systems
C. Servicing

Unit Four: COMPUTERS

A. Robots
B. Binary numbers
C. Programming

Unit Five: METALS

A. Use and function
B. Extracting metals
C. Steel

Unit Six: ELECTRICITY

A. Oersted and Farday
B. Fuses

C. Distribution

Unit Seven: CONSTRUCTION

A. Feats of engineering
B. A building extension
C. The Delta Plan

Unit Eight: MOVING FLUIDS

A. Newcomen's steam-atmospheric pump
B. Pumping systems
C. Plumbing

Unit Nine: ENERGY

A. Conserving energy
B. Measurement
C. Resources

Unit Ten: MATERIALS

A. Dangerous substances
B. Synthetic materials
C. Composites

5. Mrowicki, Linda. Let's Work Safely! Palatine, Il: Linmore Publishers, 1984. 113 pages.

These materials provide high beginning to intermediate students with the necessary language and safety concepts to function safely on the job. It teaches students to:

*comprehend and give instructions about safety
*ask about and explain safety procedures
*describe unsafe conditions and practices
*comprehend and give warnings about danger
*read safety signs and posters
*report accidents and injuries
*fill out safety forms
*make suggestions for preventing accidents

(Edited from publisher's description)

Table of Contents

Unit One: Introduction

1. Safety is important!
2. Everyone is concerned about safety

Unit Two: Safety Clothing

3. Proper dress

4. Types of safety clothing
5. Getting safety clothing
6. Insisting!

Unit Three: Safety Procedures

7. Proper behavior
8. Lift! Move! Stack!
9. Dangerous materials
10. Cautions

Unit Four: Working Conditions

11. Is it safe?
12. Reporting an unsafe condition
13. Suggestions
14. Warnings
15. Fire!

Unit Five: Accidents

16. A minor accident
17. Reporting an injury
18. How did it happen?
19. More suggestions

6. Prince, David W: Galia, Juley Lakey. Your First Job: Putting Your English to Work. New York, NY: Prentice Hall, 1986. 128 pages.

This beginning to intermediate text addresses the needs of newly employed students who want to keep their jobs and move on to better paying, more challenging positions that require stronger interpersonal skills in English. The exercises, simulations, and dialogues introduce students to both routine and spontaneous work situations. The text includes tasks that require students to interact with supervisors and co-workers, interpret information and handle tools and equipment. Checklists have been included to evaluate the various skills being developed. (Edited from publisher's description)

Table of Contents

Unit One: Starting the new job

Unit Two: On-the-job training, part 1

Unit Three: On-the-job training, part 2

Unit Four: Time

Unit Five: Doing it right...doing it wrong...doing it again

Unit Six: About M Co.

Unit Seven: Measurement

Unit Eight: Safety first

Unit Nine: Pay and benefits

Unit Ten: Getting along

Unit Eleven: Performance review

7. Robinson, Catherine; Rowenkamp, Jenise. *Speaking Up At Work*. New York, NY: Oxford University Press, 1985. 178 pages.

This text presents adults with such vital topics as understanding work schedules, getting incorrect work explained, phoning in sick, and talking about advancement. *Speaking Up At Work* integrates traditional grammar and vocabulary development exercises with roleplays and workplace simulations. Students will acquire the cultural awareness to:

*understand how the workplace functions
*learn their jobs well and advance
*get along with fellow employees and supervisors
*adapt comfortably to new demands

Extensive use of illustrations, photographs, and realia make new concepts easier to understand. (Edited from publisher's description)

Table of Contents

Unit One: Greeting and addressing people, asking for clarification, understanding work schedules.

Unit Two: Phoning in sick, giving and asking for directions, understanding time clocks and time sheets.

Unit Three: Talking about your family, asking for help, understanding paychecks.

Unit Four: Talking about your job, showing concern for safety, understanding safety rules.

Unit Five: Being polite, getting incorrect work explained, fire prevention.

Unit Six: Apologizing, talking about tools and parts, understanding W-4 forms.

Unit Seven: Talking about the weather, understanding schedule changes, understanding benefits.

Unit Eight: Talking about your weekend, understanding procedure changes, understanding health insurance.

Unit Nine: Describing past work and education, discussing problems, understanding unions.

Unit Ten: Talking about coming to the U.S., receiving and delivering messages, W-2 forms/paying taxes.

Unit Eleven: Making friends, talking about advancement, understanding job posting.

8. Savage, Lynn, et al. English That Works (Books One and Two). Glenview, Il.: Scott, Foresmand and Company, 1982. 202 pages.

These materials are a comprehensive two-level program for teaching English as a Second Language to adults and high school students. The widely used curriculum features an integration of language objectives and skills for finding and keeping a job. Flashcards, audiotapes and native language booklets in Spanish, Vietnamese and Chinese are also available. (Edited from publisher's description)

Book One--Table of Contents

Unit One: Personal data

Unit Two: Skills and interests

Unit Three: Occupations and duties

Unit Four: Maps and directories

Unit Five: Time and money

Unit Six: The interview: asking questions

Book Two--Table of Contents

Unit One: Work experience

Unit Two: Schedules

Unit Three: Safety

Unit Four: Want ads

Unit Five: The interview: asking questions

9. Wiley, Terrance; Wrigley, Heide. Communicating in the Real World: Developing Communication Skills for Business and the Professions. New York: NY: Prentice-Hall, 1987. 256 pages.

This intermediate to advanced text assists students preparing for careers in business, engineering, and technical fields, as well as the foreign professional who wants to learn more about communication within the U.S. workplace. The text analyzes the function of communication in the workplace as it focuses on the significance of style and attitude as factors affecting communication and job success. It uses a case analysis and *problem solving approach to help students sharpen their* assessment of cultural patterns, analyze communication breakdown, and develop strategies for effective communication. Students learn how to prepare for interviews, write resumes, prepare for and respond to performance evaluations, as well as handle interpersonal conflict. (Edited from publisher's description)

Table of Contents

Unit One: What's it all about?

Key communication factors, appropriateness, tips for improving your ability your communicate.

Unit Two: Language Functions: What are you trying to say?

Common language functions, tips for avoiding miscommunication, combining functions, making requests and asking for permission, giving reasons and making excuses.

Unit Three: Domain: Is this really my job?

Domain and heirarchies, company business versus personal business, domains of conducts, domains of authority.

Unit Four: Register Use: How should you say it?

Rules for appropriate register use, chain of command, information flow.

Unit Five: Urgency and Priorities: How important is this?

Self-assessment, tools to help you establish priorities and schedule activities, determining urgency and importance.

Unit Six: Style and Attitude: How are you coming across?

Types of style, managing your own style.

Unit Seven: Resume Writing: Presenting yourself on paper

Self-assessment, analyzing your own background, tips on resume writing, choosing personal references, stating your employment objectives and summarizing your skills and qualifications.

Unit Eight: Interviewing Styles and Procedures: Selling your skills

Questioning approaches, strategies for getting more information, what might you be asked in an interview, coping with the unexpected in an interview.

Unit Nine: Evaluations: Being judged on the job

Factors to look for in evaluations, what evaluations should not do, performance interviews, evaluation forms and procedures.

Unit Ten: Conflict Management: What's the problem?

Various types of conflict, tips for managing conflict, levels of conflict, ethnocentrism and intercultural conflict.

10. Wrigley, Heide, et al. May I Help You? Learning to Interact with the Public. Reading, Mass.: Addison Wesley, 1987. 158 pages.

The text and audiotape represent the concept of "cluster VESL" where students develop the communication and interaction skills necessary to succeed in a particular group of related occupations. In this case, May I Help You? examines the communication needs of students employed in a variety of public contact positions, such as retail sales clerk, hotel desk clerk or receptionist, fast food counterperson, field service repair person, etc. The text is designed to help students develop functional and problem solving strategies and features:

*practical, job-related communication skills
*listening and speaking skills through authentic taped employee/customer interactions
*job-related reading, writing, and calculating activities
*role-play activities to provide practice and build self-confidence
*student self-evaluation and progress reports, field observation activities.

(Edited from publisher's description)

Table of Contents

Unit One: Understanding what the customer wants

Unit Two: Responding to simple requests for information

Unit Three: Dealing with mistakes

Unit Four: Dealing with complaints

Unit Five: Dealing with special requests

Unit Six: Moving up the career ladder

BASIC SKILLS:

MATH

READING

WRITING

BASIC SKILLS: MATH

Title: BUILDING BASIC SKILLS IN MATEHMATICS
Author:
Pub/Date: CHICAGO, IL: CONTEMPORARY BOOKS, INC.
Languages:
Media:
Access: CONTEMPORARY BOOKS, INC.
Pages: 226

Title: FUNDAMENTAL MATH WORKBOOK, PARTS 1 & 2
Author:
Pub/Date: INSTITUTE OF MODERN LANGUAGES, INC., 1979
Languages:
Media:
Access: NATIONAL TEXTBOOK COMPANY
Pages: PART 1: 92; PART 2: 110

Title: MASTERING DECIMALS (VIDEODISC)
Author:
Pub/Date: WASHINGTON, D.C.: SYSTEMS IMPACT, INC., 1986
Languages:
Media: VIDEODISC
Acces: SYSTEMS IMPACT, INC.

Title: MASTERING FRACTIONS (VIDEODISC)
Author:
Pub/Date: WASHINGTON, D.C.,: SYSTEMS IMPACT, INC., 1986
Languages:
Media: VIDEODISC
Access: SYSTEMS IMPACT, INC.

Title: MATH FOR THE HEALTH CARE WORKER
Author: CHOTINER, MICHAEL
Pub/Date: NEW YORK, NY: EDUCATIONAL ACTIVITIES, INC., 1981
Languages:
Media:
Access: EDUCATIONAL ACTIVITIES

Title: MATH FOR THE WORLD OF WORK
Author: CROWELL, CALEB
Pub/Date: NEW YORK, NY: EDUCATION DESIGN, INC., 1985
Languages:
Media:
Access: EDUCATIONAL DESIGN, INC.

Title: MATH SKILLS (INTERACTIVE VIDEODISC)
Author: WOOD, ET AL.
Pub/Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEODISC
Access: FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

Title: MATHEMATICS (NUCLEUS: ENGLISH FOR SCIENCE & TECHNOLOGY SERIES) (BRITISH ENGLISH)
Author: HALL, DAVID: BOWYER, TIM
Pub/Date: LONDON: LONGMAN GROUP LIMITED, 1980
Languages:
Media:
Access: LONGMAN GROUP LIMITED

Title: MATHEMATICS TERMS
Author:
Pub/Date: LONG BEACH UNIFIED SCHOOL DISTRICT (CALIFORNIA)
Languages: LAOTIAN, ENGLISH
Media:
Access: THE NATIONAL CLEARINGHOUSE FOR BILINGUAL EDUCATION

Title: MATHTACTICS
Author:
Pub/Date: HAYWARD, CA: JANUS BOOK PUBLISHERS, 1988
Languages:
Media:
Access: JANUS BOOKS
Pages: 272

Title: MEASURING
Author: ECHAORE-YEON, SUSAN
Pub/Date: HAYWARD, CA: JANUS BOOK PUBLICATIONS
Languages:
Media:
Access: JANUS BOOKS

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR MASONS
Author: BALL, JOHN E.
Pub/Date: ALBANY, NJ: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 200

BASIC SKILLS: MATH

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR SHEET METAL TECHNICIANS
Author: SCHUMACHER
Pub/Date: ALBANY, NY: DELMAT PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 144

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR THE METRIC SYSTEMS, 2ND ED.
Author: SCHELL, FRANK R.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1985
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 86

Title: SPEAKING OF NUMBERS
Author: RUSTHOI, DANIEL
Pub/Date: MARYLAND: INSTITUTE OF MODERN LANGUAGES, INC., 1979
Languages:
Media:
Access: NATIONAL TEXTBOOK COMPANY
Pages: 160

Title: WORKING WITH NUMBERS
Author: SHEA, JAMES; SHOEMAKER, JAMES; WEATHERLY, DARLENE
Pub/Date: AUSTIN, TX: STECK-VAUGHN COMPANY, 1982
Languages:
Media:
Access: STECK-VAUGHN COMPANY

Title: BUILDING BASIC SKILLS IN READING, BOOKS 1 & 2
Author:
Pub/Date: CHICAGO, IL: CONTEMPORARY BOOKS, INC., 1981
Languages:
Media:
Access: CONTEMPORARY BOOKS, INC.

Title: BUIDLING BASIC SKILLS IN SCIENCE
Author:
Pub/Date: CHICAGO, IL: CONTEMPORARY BOOKS, INC., 1981
Languages:
Media:
Access: CONTEMPORARY BOOKS, INC.
Pages: 144

Title: READING STRATEGY SERIES: SUPER CONTEXT AND SUPER SKILLS (SOFTWARE PKG)
Author: LOUGHEED, LIN; COMBES, PETER
Pub/Date: ENGLEWOOD CLIFFS, NJ: PRENTICE HALL
Languages:
Media: CAI
Access: PRENTICE-HALL

BASIC SKILLS: WRITING

Title: BUILDING BASIC SKILLS IN WRITING, BOOKS 1 & 2
Author:
Pub/Date: CHICAGO, IL: CONTEMPORARY BOOKS, INC., 1981
Lanugages:
Media:
Access: CONTEMPORARY BOOKS, INC.
Pages: 147

Title: WRITING FOR THE WORK OF WORK
Author: KAPLAN, ELLEN
Pub/Date: NEW YORK, NY: EDUCATIONAL DESIGN, INC.
Lanugages:
Media:
Access: EDUCATIONAL DESIGN, INC

COMPUTER LITERACY

COMPUTER LITERACY

Title: ACTIVITIES FOR VESL VOCABULARY CARDS--COMPUTER LITERACY
Author: SIEFER, NANCY
Pub/Date: ARIZONA DEPARTMENT OF EDUCATION, 1984
Languages:
Media:
Access: INSTRUCTIONAL ACCESS
Pages: 61

Title: COMPUTER LITERACY: HANDBOOK TO ACCOMPANY VESL VOCABULARY CARDS
Author: SIEFER, NANCY; LENHART, DEBRA
Pub/Date: PHOENIX, AZ: MARICOPA TECHINICAL COMMUNITY COLLEGE, 1984
Languages:
Media:
Access: ERIC
Pages: 103

Title: COMPUTER NOTIONS
Author: ROSSI, LEE; GARCIA, GLADYS; MULVANEY, SUSAN
Pub/Date: ENGLEWOOD CLIFFS, NJ: PRENTICE-HALL, INC., 1985
Languages:
Media:
Access: PRENTICE-HALL
Pages: 158

Title: ENGLISH FOR COMPUTER SCIENCE (BRITISH ENGLISH)
Author: BROWN, P. CHARLES; MULLEN, NORMA D.
Pub/Date: NEW YORK, NY: OXFORD UNIVESITY PRESS, 1984
Lanugages:
Media:
Access: OXFORD UNIVERSITY PRESS

Title: MICROCOMPUTER APPLICATIONS IN VOCATION EDUCATION: TRADES AND INDUSTRY
Author:
Pub/Date: ILLINIOS STATE BOARD OF EDUCATION, 1982
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: MULTICULTURAL CAREER INTERN PROGRAM IN COMPUTER SCIENCE
Author:
Pub/Date: WASHINGTON, D.C.: MULTICULTURAL CAREER INTERN PROGRAM, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC. #46.G1
Pages: 50

Title: THE COMPUTER BOOK: PROGRAMMING AND LANGUAGE SKILLS FOR SUDENTS OF ENGLISH AS A SECOND LANGUAGE
Author: ABDULAZIZ, MONYEDDIN AND HELEN; SMALZER, WILLIAM
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1985
Languages:
Media:
Access: CAMBRIDGE
Pages: 200

GENERAL TECHNOLOGY

Title:	A FIRST COURSE IN TECHNICAL ENGLISH
Author:	BEARDWOOD, LYNETTE, ET AL..
Pub/Date:	LONDON: HEINMAN EDUCATIONAL BOOKS, 1979
Languages:	
Media:	
Access:	HEINMAN EDUCATIONAL BOOKS

Title:	BASIC TECHNICAL ENGLISH
Author:	COMFORT, JEREMY
Pub/Date:	OXFORD: UNIVERSITY PRESS, 1982
Languages:	
Media:	
Access:	OXFORD UNIVERSITY PRESS

Title:	BASIC TECHNICAL ENGLISH (BRITISH ENGLISH)
Author:	COMFORT JEREMY; HICK, STEVE; SAVAGE, ALLAN
Pub/Date:	NEW YORK, NY: OXFORD UNIVERSITY PRESS, 1983
Languages:	
Media:	
Access:	OXFORD UNIVERSITY PRESS

Title:	ELEMENTARY TECHNICAL ENGLISH
Author:	WEBBER, MARTIN; SHEATH, JONATHAN
Pub/Date:	SURREY, ENGLAND: THOMAS NELSON & SONS, LTD., 1984
Languages:	
Media:	
Access:	R & A TEXTBOOKS

Title:	ENGLISH FOR BASIC PHYSICS
Author:	BLACKIE, DAVID
Pub/Date:	SURREY, ENGLAND: THOMAS NELSON & SONS, LTD., 1981
Languages:	
Media:	
Access:	THOMAS NELSON & SONS, LTD.

Title:	ENGLISH IN CONTEXT: READING COMP. FOR SCIENCE AND TECHNOLOGY BOOKS 1 & 2
Author:	SASLOW, JOAN AND MONGILLO, JOHN
Pub/Date:	NEW YORK, NY: PRENTICE-HALL, 1985
Languages:	SPANISH, PORTUGESE, JAPANESE, ARABIC, ENGLISH
Media:	
Access:	CAMBRIDGE

Title: ENGLISH IN CONTEXT: READING COMP. FOR SCIENCE AND TECHNOLOGY BOOK 3
Author: SASLOW, JOAN AND MONGILLO, JOHN
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1986
Languages:
Media:
Access: CAMBRIDGE

Title: INTERFACE (BRITISH ENGLISH)
Author: HUTCHINSON, TOM; WATERS, ALAN
Pub/Date: LONDON: LONGMAN GROUP LIMITED, 1984
Languages:
Media: AUDIOTAPE
Access: LONGMAN, INC.
Pages: 128

Title: MAKING ENGLISH WORK, VOL. II: COMMUNICATION SKILLS FOR NON-NATIVE ENGLISH SPEAKING ENGINEERS
Author: LEE, SHERYL
Pub/Date: FOUNTAIN VALLEY, CA: COAST COMMUNITY COLLEGE DISTRICT, 1983
Languages:
Media:
Access: VOICE (#07976)

Title: SCI TECH: READING AND WRITING THE ENGLISH OF SCIENCE AND TECHNOLOGY
Author: DROBNIC, SHARON; ABRAMS, SHARON; MORRAY, MARJORIE
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1981
Languages:
Media:
Access: CAMBRIDGE
Pages: 131

Title: SPANISH-ENGLISH, ENGLISH-SPANISH TECHNICAL DICTIONARY (SECOND EDITION)
Author: RODRIGUEZ, M.R.; ARMISEN, P.
Pub/Date: LONDON: HEINMAN EDUCATIONAL BOOKS, 1985
Languages: SPANISH, ENGLISH
Access: HEINEMAN

GENERAL TECHNOLOGY

Title: UNDERSTANDING TECHNICAL ENGLISH (BOOKS 1, 2 & 3) (BRITISH ENGLISH)
Author: METHOLD, K.; WATERNS, D.D.; KOHLER, A.
Pub/Date: HONG KONG: LONGMAN GROUP, LTD., 1980
Languages:
Media:
Access: LONGMAN, INC.

GENERAL VESL

Title: CAREER ENGLISH
Author: SMITH, PAMELA; GIBBONS, JOHN; WESTCOTT, KENNETH
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS, LTD., 1982
Languages:
Media:
Access: R & A TEXTBOOKS

Title: COMMUNICATING IN THE REAL WORLD: DEVELOPING COMMUNICATION SKILLS FOR BUSINESS AND THE PROFFESIONS
Author: WILEY, TERRENCE AND WRIGLEY, HEIDE SPRUCK
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1987
Languages:
Media:
Access: PRENTICE-HALL
Pages: 256

Title: COMMUNICATIONS SKILLS (INTERACTIVE VIDEO DISC)
Author: WOOD, ET AL.
Pub/Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEODISC
Access: FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

Title: CROSS CULTURAL COMMUNICATION ON-THE-JOB: 38 CASE STUDIES (CAI)
Author: McNULTY, MARGARET PIPER
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media: CAI APPLE
Access: VOICE

Title: CROSS-CULTURAL COMMUNICATION ON-THE-JOB: 38 CASE STUDIES (TEXT)
Author: McNULTY, MARGARET PIPER
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media:
Access: VOICE; BILINGUAL CENTER
Pages: 163

Title: DRESS AND GROOMING (INTERACTIVE VIDEO)
Author: WOODS, ET AL.
Pub/Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEO
Access: MENDICINO COUNTY OFFICE OF EDUCATION

Title: ENGLISH ON THE JOB (3 LEVEL TEXTS AND CASSETTES)
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages: VIETNAMESE, ENGLISH
Media: AUDIO TAPES
Access: VOCATIONAL STUDIES CENTER

Title: ENGLISH THAT WORKS (BOOKS 1 & 2)
Author: SAVAGE, K. LYNN, ET AL.
Pub/Date: GLENVIEW, IL: SCOTT, FORESMAN & COMPANY, 1982
Languages: SPANISH, VIETNAMESE, CHINESE
Media:
Access: SCOTT, FORESMAN AND COMPANY

Title: ESL FOR ACTION: PROBLEM POSING AT WORK
Author: AUERBACH, ELSA ROBERTS; WALLERSTEIN, NINA
Pub/Date: READING, MASS: ADDISON-WESLEY, 1987
Languages:
Media:
Access: ADDISON-WESLEY
Pages: 175

Title: INTERFACE (BRITISH ENGLISH)
Author: HUTCHINSON, TOM; WATERS, ALAN
Pub/Date: LONDON: LONGMAN GROUP LIMITED, 1984
Languages:
Media: AUDIO TAPE
Access: LONGMAN
Pages: 128

Title: INTERVIEW QUESTIONS: AMERICAN WORK VALUES (CAI)
Author: BANDEIRA-LOCCI, LOIS
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media: CAI APPLE
Access: BILINGUAL CENTER

Title: IT'S UP TO YOU: LANGUAGE SKILLS AND STRATEGIES FOR GETTING A JOB
Author: DRESNER, JOANNE, ET AL..
Pub/Date: LONDON: LONGMAN, LTD., 1980
Languages:
Media:
Access: LONGMAN, LTD.

Title: JOB ATTITUDES AND SKILLS FOR SUCCESS (INTERACTIVE VIDEODISC)
Author: WOOD, ET AL..
Pub/Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEODISC
Access: FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

Title: LET'S WORK SAFELY
Author: MROWICKI, LINDA; FURUBOROUGH, PETER
Pub/Date: PALATINE, IL: LINMORE PUBLISHING, 1984
Languages:
Media:
Access: LINMORE PUBLISHING
Pages: 114

Title: MAY I HELP YOU? LEARNING HOW TO INTERACT WITH THE PUBLIC
Author: WRIGLEY, HEIDE, ET AL..
Pub/Date: READING, MASS: ADDISION-WESLEY PUBLISHING COMPANY, 1987
Languages:
Media:
Access: ADDISON-WESLEY
Pages: 151

Title: SAFETY COMES IN ALL LANGUAGES
Author:
Pub/Date: ILLINIOS STATE BOARD OF EDUCATION, 1984
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: SHIFTING GEARS (BOOKS 1 AND 2)
Author: THE EXPERIMENT IN INTERNATIONAL LIVING
Pub/Date: BRATTLEBORO, VT: EXPERIMENT IN INTERNATIONAL LIVING, 1983
Languages:
Media: VISUALS
Access: EXPERIEMENT IN INTERNATIONAL LIVING
Pages: 331

Title: SPEAKING UP AT WORK
Author: ROBINSON: CATHERINE; ROWENCAMP, JENISE
Pub/Date: NEW YORK, NY: OXFORD UNIVERSITY PRESS, 1985
Languages:
Media:
Access: OXFORD UNIVERSITY PRESS
Pages: 178

Title: TAKE TWO: ENGLISH FOR INTERCULTURAL COMMUNICATION
Author:
Pub/Date: REDWOOD CITY, CA: INTERCULTURAL RELATIONS INSTITUTE INT'L, INC., 1986
Languages:
Media: VIDEO
Access: INTERCULTURAL RELATIONS INSTITUTE INTERNATIONAL, INC.

Title: VOCABULARY FOR THE WORLD OF WORK (BOOKS 1 AND 2)
Author: MOSEFELDER, DONNA
Pub/Date: NEW YORK, NY: EDUCATIONAL DESIGN, INC., 1985 (BOOK 1); 1987 (BOOK 2)
Languages:
Media:
Access: EDUCATIONAL DESIGN, INC.

Title: VOCATIONAL EDUCATION RESOURCE PACKAGE FOR A GUIDE FOR CAREER COUNSELING SPANISH-SPEAKING AND CHICANO STUDENTS
Author: EDUCATIONAL EVALUATION AND RESEARCH, INC.
Pub/Date: CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGES, 1984
Languages:
Media:
Access: VOICE

GENERAL VESL

Title: VOCATIONAL EDUCATION RESOURCE PACKAGE FOR A GUIDE FOR CAREER COUNSELING VIETNAMESE
Author: EDUCATIONAL EVALUATION AND RESEARCH, INC.
Pub/Date: CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGE, 1984
Languages:
Media:
Access: VOICE

Title: WORKING IN THE UNITED STATES (CAI)
Author: GREENSPAN, ANNA LEE
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media: CAI APPLE
Access: BILINGUAL CENTER

Title: WORKING IN THE UNITED STATES: VIDEOTAPES AND STUDENT WORKBOOKS I, II, III
Author: CENTER FOR APPLIED LINGUISTICS
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1986
Languages:
Media: VIDEO
Access: CAMBRIDGE

Title: WORKING WITH PEOPLE (INTERACTIVE VIDEODISC)
Author: WOOD, ET AL..
Pub.Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEODISC
Access: MENDICINO COUNTY OFFICE OF EDUCATION

Title: YOUR FIRST JOB: PUTTING YOUR ENGLISH TO WORK
Author: PRINCE, DAVID W.; GALIA, JULEY LAKEY
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1986
Languages:
Media:
Access: CAMBRIDGE
Pages: 128

TECHNICAL WRITING

Title: A HANDBOOK FOR TECHNICAL COMMUNICATIONS
Author: NEUFIELD, JACQUELINE K.
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1987
Languages:
Media:
Access: PRENTICE-HALL

Title: BASIC TECHNICAL WRITING (CAI)
Author: HOLLOWAY, DONNA
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media: CAI
Access: BILINGUAL CENTER

Title: SCIENCE, MEDICINE AND TECHNOLOGY: ENGLISH GRAMMAR AND TECHNICAL WRITING
Author: MASTER, PETER ANTHONY
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1986
Languages:
Media:
Access: CAMBRIDGE
Pages: 352

AGRICULTURE/HORTICULTURE

Title:	CURRICULUM GUIDE FOR "ESL/FARM EQUIPMENT OPERATOR"
Author:	CULLY, BUD; AND OTHERS
Pub/Date:	CERES UNIFIED SCHOOL DISTRICT, CALIFORNIA, 1980
Languages:	
Media:	
Access:	ERIC ED 195742
Pages:	236

Title:	VESL FOR GARDENING
Author:	
Pub/Date:	SAN DIEGO COMMUNITY COLLEGE DISTRICT
Languages:	
Media:	
Access:	VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages:	79 (ALSO TEACHER'S BOOK: 158 PAGES)

AUTOMOTIVE SERVICES

AUTOMOTIVE SERVICES

Title: ACTIVITIES FOR VESL VOCABULARY CARDS--AUTOMOTIVE MECHANICS
Author: SHAY, GAIL
Pub/Date: ARIZONA DEPARTMENT OF EDUCATOIN, 1984
Languages:
Media:
Access: INSTRUCTIONAL ACCESS, ARIZONA DEPARTMENT OF EDUCATION
Pages: 60

Title: AUTO BODY AND FENDER
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH & BASIC SKILLS CENTER CURRICULUM, 1986
Languages:
Media:
Access: DNAE

Title: AUTO BODY REPAIR (MULTI-CULTURAL COMPETENCY-BASED VOCATIONAL CURRICULA SERIES)
Author: HEPBURN, LARRY
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1981-82
Languages: SPANISH, LAO, THAI, ENGLISH
Media:
Access: ERIC ED 205789; ED 223840

Title: AUTO BODY: BILINGUAL VOCATIONAL GLOSSARY, VIETNAMESE/ENGLISH
Author: GOODWINE, LEA
Pub/Date: DENVER, CO: EMILY GRIFFITH OPPORTUNITY SCHOOL, PROJECT "BE VITAL"
Languages: VIETNAMESE, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 7

Title: AUTO MECHANICS
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH & BASIC SKILLS CENTER, 1986
Languages:
Media: AUDIOTAPE
Access: DNAE

AUTOMOTIVE SERVICES

Title: AUTO MECHANICS, WELDING AND MACHINE SHOP
Author:
Pub/Date: LA PUENTE, CA: LA PUENTE VALLEY ADULT SCHOOL, 1986
Languages:
Media: VIDEO
Access: VOICE

Title: AUTO MECHANICS: BILINGUAL VOCATIONAL GLOSSARY, VIET/ENG AND LAO/ENG
Author: GOODWINE, LEA
Pub/Date: DENVER, CO: EMILY GRIFFITH OPPORTUNITY SCHOOL, PROJECT "BE VITAL", 1980
Languages: VIETNAMESE, LAO, ENGLISH
Media:
Access: VOICE (STATE "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 14 (VIET/ENG); 16 (LAO/ENG)

Title: AUTOBODY REPAIR: HEARSAY--VIDEO TRANSCRIPTS AND ANSWER KEY (ESP SERIES)
Author: MILLER, ANNE
Pub/Date: HONOLULU, HI: HONOLULU COMMUNITY COLLEGE, 1977
Languages: VIETNAMESE, KOREAN, ENGLISH
Media: VIDEOTAPE
Access: ERIC ED 181732, 33, 34; ED 189897; ED 189900; ED 181737
Pages: 135

Title: AUTOBODY REPAIR: READING RIGHT--A TEXT FOR READING, VOLS 1, 2, 3 (ESP SERIES)
Author: HOEL, ALFRES, G.; HUBBARD, KATHERINE E.; AND CLARK, MARYBETH
Pub/Date: HONOLULU, HI: HONOLULU COMMUNITY COLLEGE, 1977
Languages:
Media:
Access: ERIC ED 181730
Pages: 103

Title: AUTOBODY REPAIR: SPEAKEASY--A TEXT FOR SPEAKING, VOL. 1 & 2
Author: PEET, WILLIAM, JR.
Pub/Date: HONOLULU, HI: HONOLULU COMMUNITY COLLEGE, 1977
Languages: VIETNAMESE, KOREAN, ILOCANO, ENGLISH
Media:
Access: ERIC ED 181735, 36, 37; ED 189898 (K); 189899 (V); 189895 (I)

AUTOMOTIVE SERVICES

Title: AUTOMOBILE ENGINE: BASIC IGNITION TIMING. FORDSON BILINGUAL DEMONSTRATION PROJECT
Author: VICK, JAMES E.
Pub/Date: DEARBORN, MI: DEARBORN PUBLIC SCHOOLS, 1985
Languages: ARABIC, ENGLISH
Media:
Access: ERIC ED 261177
Pages: 70

Title: AUTOMOTIVE SERVICES (MULTI-CULTURAL COMPETENCY-BASED VOCATIONAL CURRICULA SERIES)
Author: HEPBURN, LARRY
Pub/Date: SPRINGFIELD, IL: ILLINIOS STATE BOARD OF EDUCATION/ ADULT VOCATIONAL AND TECHNICAL EDUCATION
Languages: SPANISH, LAO, THAI, ENGLISH
Media:
Access: ERIC ED 205789; ED 223841

Title: AUTOMOTIVE AND MECHANICAL TERMS
Author: KLASSEN, JAMES R.; NEWTON, KANSAS
Pub/Date:
Languages: VIETNAMESE, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 7

Title: AUTOMOTIVE MECHNICS DEFINITIONS (HMONG, LAO, VIETNAMESE)
Author: VANG, RAO; NANTHAVONGSA, MANIVONG; LY-WALLACE, HIEU
Pub/Date: LANGING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC. # 34.G13, G14, G15
Pages: 70

Title: AUTOMOTIVE MECHNICS: HANDBOOK TO ACCOMPANY VESL VOCABULARY CARDS
Author: SHAY, GAIL; LENHART, DEBRA
Pub/Date: MARICOPA TECHNICAL COMMUNITY COLLEGE, PHOENIX, AZ, 1984
Languages:
Media:
Access: ERIC ED 273117
Pages: 93

Title: BILIGNUAL VOCATIONAL TRAINING, AUTOMOBILE MAINTENANCE
Author: BOSQUEZ, PAUL
Pub/Date: EL RENO, OK: CANADIAN VALLEY AREA, VO-TECH SCHOOL DISTRICT, 1978
Languages: SPANISH, ENGLISH
Media:
Access: MIDWEST CIRRICULUM COORDINATION CENTER
Pages: 20

Title: BRAKE AND FRONT END
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH AND BASIC SKILLS CENTER, 1986
Languages:
Media:
Access: VOICE

Title: ENGLISH AS A SECOND LANGUAGE/AUTOMOTIVE MECHANICS PREPARATION UNIT
Author: WESSELIUS, MALIN, DENNING
Pub/Date: GATEWAY TECHNICAL INSTITUTE, 1977
Languages:
Media:
Access: THE VOCATIONAL STUDIES CENTER (WISCONSIN)

Title: ENGLISH AS A SECOND LANGUAGE/SMALL ENGINE MECHANIC
Author: WESSELIUS, MALIN
Pub/Date: GATEWAY TECHNICAL INSTITUTE, 1977
Languages:
Media:
Access: THE VOCATIONAL STUDIES CENTER (WISCONSIN)

AUTOMOTIVE SERVICES

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR AUTOMOTIVE TECHNICIANS
Author: MOORE, GEORGE
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1985
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 208

Title: PRE-VOCATIONAL AUTO MECHANICS TRAINING UNIT
Author: WESSELIUS
Pub/Date: GATEWAY TECHNICAL INSTITUTE/WAUKESHA CO. TECHNICAL INSTITUTE, 1977
Languages: SPANISH, ENGLISH
Media:
Access: VOCATIONAL STUDIES CENTER

Title: PRE-VOCATIONAL AUTO MECHANICS; STUDY GUIDE
Author:
Pub/Date: LA CROSSE, WI: WESTERN WISCONSIN TECHNICAL INSTITUTE, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC. #74.G1
Pages: 45

Title: SMALL ENGINE REPAIR MODULES
Author: HERNANDEZ-ROJAS, PETRITA
Pub/Date: ALBANY, NY: NEW YORK STATE, DEPARTMENT OF CORRECTIONS, 1984
Languages: SPANISH, ENGLISH
Media:
Access: NORTHEAST CURRICULUM COORDINATION CENTER DOC. # 52.G1
Pages: 30

Title:	SMALL ENGINE REPAIR MODULES (WORKBOOK) = REPARACION DE MOTORES PEQUENOS (GUIA DE TRABAJO)
Author:	SPANISH TRANSLATION BY VILMA CURZI
Pub/Date:	ALBANY, NY: NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES, 1985
Languages:	SPANISH, ENGLISH
Media:	
Access:	ERIC ED 267170
Pages:	242

Title:	VESL FOR AUTO MECHANICS, VOLS. 1, 2, 3
Author:	THACHER, MARIAN; MORAN, KIERAN
Pub/Date:	SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1985
Languages:	
Media:	
Access:	VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")

Title:	VESL FOR AUTOMOTIVE TECHNOLOGY
Author:	GAILBRAITH, JEFF
Pub/Date:	ELGIN, IL: ELGIN COMMUNITY COLLEGE, 1987
Languages:	
Media:	
Access:	CURRICULUM PUBLICATIONS CLEARINGHOUSE
Pages:	112

BUILDING MAINTENANCE

BUILDING MAINTENANCE

Title: ENGLISH AS A SECOND LANGUAGE/CUSTODIAL ASSISTANT TRAINING UNIT
Author: WESSELIUS, MALIN, HAWKINS
Pub/Date: GATEWAY TECHNICAL INSTITUTE, 1977
Languages: SPANISH
Media:
Access: VOCATIONAL STUDIES CENTER

Title: ENGLISH ON THE JOB: MAINTENANCE
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages: VIETNAMESE, ENGLISH
Media: AUDIOTAPES AVAILABLE
Access: VOCATIONAL STUDIES CENTER

Title: I KNOW--A VOCABULARY GAME FOR PLUMBING TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOCATIONAL-TECHNICAL CURRICULUM LABOARATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL-TECHNICAL CURRICULUM LABORATORY

Title: MAINTENANCE MECHANICS (MULTI-CULTURAL COMPETENCY-BASED VOCATIONAL CURRICULA SERIES)
Author: HEPBURN, LARRY AND SHIN, MASOKOK
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: ERIC ED 205789

Title: SCHOOL PLANT MAINTENANCE AND CUSTODIAL SERVICES DEFINITIONS, HMONG, LAO, & VIETNAMESE
Author: VANG, KAO; NANTHAVONGSA, MANIVONG; LY-WALLACE, HIEU
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC. # 34.G17, G18, G19
Pages: 43 (HMONG); 78 (LAO); 44 (VIETNAMESE)

BUILDING MAINTENANCE

Title: VESL FOR JANITORIAL SERVICES
Author: MacFARLAND, ROBERTA
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1984
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 470

BUSINESS PROFESSIONS:
ACCOUNTING

ACCOUNTING

Title: ACCOUNTING FOR KOREAN STUDENTS
Author:
Pub/Date: PROJECT MAINSTREAM, ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLISHERS CLEARINGHOUSE
Pages: 106

Title: ACCOUNTING SPANISH
Author: KEMF, CONSTANZA
Pub/Date: PROJECT MAINSTREAM, ILLINOIS STATE BOARD OF EDUCATION, 1980
Languages: SPANISH, ENGLISH
Media:
Access: CURRICULUM PUBLISHERS CLEARINGHOUSE
Pages: 54

Title: ACCOUNTING BASIC COURSE
Author: BUIDANG, HADA
Pub/Date: SAN FRANCISCO, CA: CHINATOWN RESOURCES DEVELOPMENT CENTER, 1984
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC. #14.G5)
Pages: 97

Title: CONTABILIDAD ADMINISTRATIVA (MANAGERIAL ACCOUNTING)
Author: RODRIGUEZ, MOORE, JAEDICKE
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY, 1983
Languages: SPANISH ONLY
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: CONTABILIDAD DE COSTOS
Author: VASQUEZ, GALLARDO, MATZ, USRY
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY, 1980
Languages: SPANISH ONLY
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: CONTABILIDAD INTERMEDIA
Author: ALVAREZ, FELICIANO; SMITH SKOUSEN
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY, 1985
Languages: SPANISH ONLY
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: DICTIONARY OF ACCOUNTING TERMINOLOGY (HMONG, LAO, VIETNAMESE)
Author: VANG, KAO; NANTHAVONGA, MANIVONG; LY-WALLACE, HIEU
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #34.G7, G8, G9)
Pages: 89

Title: ELECTRONIC DISPLAY-PRINTING CALCULATOR COURSE
Author:
Pub/Date: SAN FRANCISCO, CA: CHINATOWN RESOURCES DEVELOPMENT CENTER, 1984
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC. #14.G6)
Pages: 24

Title: PRINCIPIOS DE CONTAILIDID (PRINCIPLES OF ACCOUNTING)
Author: BERRIOS, FESS, NISWONGER
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY, 1983
Languages: SPANISH ONLY
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: VESL FOR ACCOUNTING
Author: SEYFRIED, PAMELA
Pub/Date: CHICAGO, IL: TRUMAN COLLEGE, 1981
Languages:
Media:
Access: VOICE # 03434
Pages: 59

ACCOUNTING

Title: VESL FOR ACCOUNTING
Author:
Pub/Date: RESOURCE DEVELOPMENT PROJECT, ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE
Pages: 38

Title: VOCABULARY LISTS: BANKING AND FINANCE AND ACCOUNTING
Author:
Pub/Date: MIAMI, FL: MIAMI-DADE COMMUNITY COLLEGE, 1978
Languages: SPANISH, ENGLISH
Media:
Access: SOUTHEAST CURRICULUM COORDINATION CENTER (DOC. #43.41)
Pages: 8

BUSINESS PROFESSIONS:
BUSINESS MANAGEMENT

BUSINESS MANAGEMENT

Title: ADMINISTRACION DE PERSONAL: DESAROLLO DE LOS RECURSOS HUMANOS (PERSONNEL MANAGEMENT)
Author: HERNANDEZ, SVERDLIK, VARELA, CHRUDEN & SHERMAN
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1983
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: ADMINISTRACION DE PERSONAL: ORGANIZACION Y REMUNERACION DEL TRABAJO
Author: HERNANDEZ, SVERDLIK, VARELA, CHRUDEN & SHERMAN
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1983
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: ADMINISRACION Y GERENCIA DE EMPRESAS (MANAGEMENT & ORGANIZATION)
Author: SVERDLIK & SISK
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: AMERICAN ENGLISH FOR INTERNATIONAL BUSINESSMEN
Author:
Pub/Date: LINCOLNWOOD, IL: NATIONAL TEXTBOOK COMPANY, 1985
Languages:
Media: SIX AUDIO CASSETTES AVAILABLE
Access: NATIONAL TEXTBOOK COMPANY
Pages: 128

Title: BILINGUAL SKILLS FOR COMMERCE AND INDUSTRY/ PRACTICAS BILINGUES PARA EL COMERCIO Y LA INDUSTRIA
Author: DAGGETT, ESCOBAR, AND SAVAREGIO
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1984
Languages: SPANISH, ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: BILINGUAL VOCATIONAL GLOSSARY TYPING
Author: GOODWINE, LEA
Pub/Date: DENVER, CO: "BE VITAL" PROJECT; EMILY GRIFFITH OPPORTUNITY SCHOOL, 1980
Languages: VIETNAMESE, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")

Title: BUILDING AMERICAN ENGLISH: OIL
Author:
Pub/Date: LINCOLNWOOD, IL: NATIONAL TEXTBOOK CO., 1985
Languages:
Media:
Access: NATIONAL TEXTBOOK CO.
Pages: 64

Title: BUSINESS CONCEPTS FOR ENGLISH PRACTICE
Author: DOWLING, BARBARA TOLLEY
Pub/Date: ROWLEY, MA: NEWBURY HOUSE, 1982
Languages:
Media:
Access: NEWBURY HOUSE
Pages: 133

Title: BUSINESS ENGLISH FOR THE 80'S, SECOND EDITION
Author: BARRY, ROBERT E.
Pub/Date: NEW YORK, NY: PRENTICE HALL, 1982
Languages:
Media:
Access: ALTA BOOK CENTER

Title: BUSINESS INTERACTIONS
Author: MATTHEWS, CANDACE
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1987
Languages:
Media:
Access: PRENTICE-HALL

BUSINESS MANAGEMENT

Title: BUSINESS READING SKILLS (BRITISH ENGLISH)
Author: CARRIER, MICHAEL
Pub/Date: SURREY, ENGLAND: THOMAS NELSON AND SONS LTD., 1986
Languages:
Media:
Access: R & A TEXTBOOKS

Title: BUSINESS WORLD
Author: SPEEGLE, ROGER; GIESECKE, WILLIAM B.
Pub/Date: NEW YORK, NY: OXFORD UNIVERSITY PRESS, 1983
Languages:
Media:
Access: OXFORD UNIVERSITY PRESS

Title: CASE STUDIES IN INTERNATIONAL MANAGEMENT
Author: SAWYER-LAUCANNO, CHRISTOPHER
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1987
Languages:
Media:
Access: PRENTICE-HALL
Pages: 224

Title: COMMERCIAL CORRESPONDENCE IN ENGLISH (BRITISH ENGLISH)
Author: SPOONER, M.P.; McKELLEN, J.S.
Pub/Date: THOMAS NELSON & SONS LTD., 1981
Languages:
Media:
Access: R & A TEXTBOOK

Title: COMMUNICATING IN BUSINESS
Author: BUSCHINI, JOSEPH; REYNOLDS, RICHARD R.
Pub/Date: BOSTON, MA: HOUGHTON MIFFLIN, 1985
Languages:
Media:
Access: HOUGHTON MIFFLIN
Pages: 352

Title: ENGLISH FOR BANKING AND FINANCE
Author: STILLMAN AND GORDON
Pub/Date: NEW YORK, NY: McGRAW-HILL, 1984
Languages:
Media:
Access: McGRAW-HILL

Title: ENTERPRISE (BRITISH ENGLISH)
Author: HICKS, DIANA; LITTLEJOHN, ANDREW
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD., 1986
Languages:
Media: AUDIOTAPE
Access: R & A TEXTBOOKS

Title: ENTREPRENEURSHIP (INTERACTIVE VIDEO)
Author: WOOD, ET AL..
Pub/Date: CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS EDUCATION, 1985
Languages:
Media: INTERACTIVE VIDEODISC
Access: CONTRA COSTA COUNTY ROP

Title: GOOD FOR BUSINESS (BRITISH ENGLISH)
Author: FLETCHER, MARK; HARGREAVES, ROGER
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD., 1983
Languages:
Media: AUDIOTAPE (2 TAPES)
Access: R & A TEXTBOOKS

Title: IN BUSINESS (BRITISH ENGLISH)
Author: WHITE, GRAHAM; KHIDHAYIR, MARGARET
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD, 1983
Languages:
Media: AUDIOTAPE (3 TAPES)
Access: R & A TEXTBOOKS

Title: LA EMPRESA Y SU MEDIO (BUSINESS: ITS NATURE AND ENVIRONMENT)
Author: GONZALEZ, GLOS, LOWRY, COLLADO, CORAZON
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1983
Languages: SPANISH, ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: LANGUAGE FROM NINE TO FIVE: DEVELOPING BUSINESS COMMUNICATION SKILLS
Author: RIETMANN, KEARNEY
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1985
Languages:
Media:
Access: CAMBRIDGE
Pages: 192

Title: LIBRO DE EJERCIOS, MATEMATICA COMERCIAL (WORKBOOK FOR BUSINESS MATH)
Author: RODRIGUEZ AND GOSSAGE
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1980
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: LONGMAN DICTIONARY OF BUSINESS ENGLISH (BRITISH ENGLISH)
Author: ADAM, J.H.
Pub/Date: LONDON: LONGMAN LTD., 1982
Languages:
Media:
Access: ALTA BOOK CENTER

Title: MATEMATICA COMERCIAL (BUSINESS MATH)
Author: RODRIGUEZ; GOSSAGE
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1980
Languages: SPANISH

Title: NEGOTIATE IN ENGLISH (BRITISH ENGLISH)
Author: LEES, GERALD
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD., 1983
Languages:
Media: AUDIOTAPE
Access: THOMAS NELSON & SONS LTD

Title: READING ENGLISH DISCOURSE: BUSINESS, ECONOMICS, LAW AND POLITICAL SCIENCE
Author: BACHMAN, LYLE F.
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1986
Languages:
Media:
Access: CAMBRIDGE

Title: RELACIONES HUMANES EN LOS NEGOCIOS (HUMAN RELATIONS IN BUSINESS)
Author: MOISES, EGGLAND AND WILLIAMS
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1979
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: THE COUNTRYBAR STORY (BRITISH ENGLISH)
Author: NORMAN, SUSAN; HUFTON, TONY
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD., 1985
Languages:
Media: AUDIOTAPE
Access: R & A TEXTBOOKS

Title: TRATO PERSONAL Y RELACIONES HUMANS (PERSONALITY DEVELOPMENT AND HUMAN RELATIONS)
Author: MENDOZA DE FELIX
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: WORKSHEET: A BUSINESS-BASED ESL WRITING AND GRAMMAR GUIDE
Author: WEBB, FRANCES; HIRCH, LINDA; ARMAS, ED; LOOMIS, RITA
Pub/Date: NEW YORK, NY: PRENTICE-HALL, 1987
Languages:
Media:
Access: PRENTICE-HALL

Title: YOU'RE IN BUSINESS
Author: FRENCH, JOHN THOMAS
Pub/Date: READING, MA: ADDISON-WESLEY PUBLISHING CO., 1984
Languages:
Media: AUDIOTAPE
Access: ADDISON-WESLEY
Pages: 224

BUSINESS PROFESSIONS:
OFFICE/CLERICAL

OFFICE/CLERICAL

Title: ABC DE ARCHIVO (ABC'S OF FILING)
Author: DEMOSTENES, ROJAS R.
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: AN OUTLINE OF A VOCATIONAL CLERICAL SKILLS PROGRAM
Author: FRANKLIN, LORENE
Pub/Date: FORT WAYNE, IN: LATIN AMERICA EDUCATION CENTER, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #35.G1)
Pages: 11

Title: BILINGUAL ACCESS PROGRAM: DEVELOPMENTAL MATLS FOR NON-NATIVE STUDENTS: BUSINESS/SECRETARIAL
Author: WRIGHT, KENNETH
Pub/Date: ELGIN COMMUNITY COLLEGE, ADVANCE INSTITUTIONAL DEVELOPMENT PROGRAM, 1980
Languages: SPANISH, ENGLISH
Media:
Access: VOICE #06898

Title: BILINGUAL BUSINESS GRAMMAR/GRAMATICA COMERCIAL BILINGUE
Author: CHACON, LUIS
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING COMPANY, 1981
Languages: SPANISH, ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: BILINGUAL CLERK-TYPIST HANDBOOK
Author: KYLE, S.D.
Pub/Date: LITTLE WOUND SCHOOL BOARD, LEGAL EDUCATION AGENCY, 1978
Languages: SIOUX, LAKOTA, ENGLISH
Media:
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC. #37.G1)
Pages: 32

Title: BILINGUAL MEDICAL/DENTAL RECEPTIONIST PROGRAM CURRICULUM, SPAN/ENG
Author: CERONE, LYDIA; GALOS, ROBERTO; SAINZ, ANA MARIA
Pub/Date: SAN FRANCISCO, CA: SAN FRANCISCO COMMUNITY COLLEGE DISTRICT, MISSION CENTER, 1979
Languages: SPANISH, ENGLISH
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC. #61.G1)
Pages: 120

Title: BUSINESS IN ENGLISH: A COMMUNICATIVE SKILLS APPROACH
Author: HACIKYAN, A. JACK; GILL, MARILYN
Pub/Date: NEW YORK, NY: REGENTS PUBLISHING COMPANY, 1980
Languages:
Media:
Access: REGENTS PUBLISHING COMPANY
Pages: 256

Title: BUSINESS LETTER HANDBOOK/MANUAL DE CORRESPONDENCIA
Author: STEEL DE MEZA, BARBARA
Pub/Date: NEW YORK, NY: REGENTS PUBLISHING COMPANY, 1984
Language: SPANISH, ENGLISH
Media:
Access: REGENTS PUBLISHING COMPANY
Pages: 144

Title: BUSINESS TELEPHONE SKILLS
Author: FEULLE-LE CHEVALLIET, CAROLYN
Pub/Date: SAN FRANCISCO, CA: ALEMANY PRESS, 1983
Languages:
Media: AUDIOTAPE
Access: ALEMANY PRESS

Title: CLERICAL APPLICATIONS
Author: LOUIE, DARIAN G.
Pub/Date: BERKELEY, CA: ASIANS FOR JOB OPPORTUNITIES IN BERKELEY, INC., 1981
Languages:
Media:
Access: WESTERN CIRRICULUM COORDINATION CENTER (DOC. #05.E1)
Pages: 26

Title: CLERICAL SAFETY
Author: LOUIE, DARIAN G.
Pub/Date: BERKELEY, CA: ASIANS FOR JOB OPPORTUNITIES IN BERKELEY, INC., 1981
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC #05.G2)
Pages: 20

Title: CORRESPONDENCIA COMMERCIAL: FONDO Y FORMA (BUSINESS CORRESPONDENCE: BACKGROUND AND FORM)
Author: GONZALEZ DEL VALLE; GONZALEZ DEL VALLE
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1981
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: CURRICULUM FOR WORD PROCESSING
Author:
Pub/Date: WASHINGTON, D.C.: MULTICULTURAL CAREER INTERN PROGRAM, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #46.G2)
Pages: 200

Title: CURSO DE MAQUINAS DE OFICINA (OFFICE MACHINES COURSE)
Author: CORNELIA; PASEWARK; AGNEW; MEYER
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1977
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: ENGLISH AND AMERICAN BUSINESS LETTERS (BRITISH ENGLISH)
Author: ECKERSLEY, C.E.; KAUFMANN, W.
Pub/Date: LONDON: LONGMAN, INC.
Languages:
Media:
Access: LONGMAN, INC.

Title: ENGLISH BUSINESS LETTERS (BRITISH ENGLISH)
Author: KING, F.W.; CREE, D. ANN; REVISED BY DAVID O'GORMAN
Pub/Date: LONDON: LONGMAN, INC., 1986
Languages:
Media:
Access: LONGMAN, INC.

Title: ENGLISH FOR OFFICE CAREERS
Author: BROMELY, ROBIN; MILLER, WALTER J.
Pub/Date: NEW YORK, NY: MINERVA BOOKS LIMITED, 1982
Languages:
Media:
Access: MINVERA BOOKS, LTD.
Pages: 128

Title: ENGLISH FOR THE SECRETARY
Author: HOBAN, YVONNE
Pub/Date: NEW YORK, NY: McGRAW-HILL BOOK COMPANY, 1981
Languages:
Media:
Access: McGRAW-HILL BOOK COMPANY

Title: FUNCTIONING IN BUSINESS (BRITISH ENGLISH)
Author: KNOWLES, LANCE; BAILEY, FRANCIS
Pub/Date: LONDON: LONGMAN, INC., 1986
Languages:
Media: AUDIOTAPE
Access: LONGMAN, INC.

Title: INTAKE MATERIALS FOR CLERICAL SKILLS PROGRAM
Author:
Pub/Date: DENVER, CO: METROPOLITAN STATE COLLEGE, 1985
Languages: SPANISH, VIETNAMESE, LAO, ENGLISH
Media:
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC #42.B1)
Pages: 19

Title: MANUAL DE REFERENCIA PARA LA OFICINA (REFERENCE MANUAL FOR THE OFFICE)
Author: S. DE GRACIA DIAZ
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1977
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING COMPANY

Title: OFFICE AUTOMATION ENTRANCE EXAMINATION
Author:
Pub/Date: WASHINGTON, D.C., MULTICULTURAL CAREER INTERN PROGRAM, 1983
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #46.C1)
Pages: 8

Title: OFFICE PROCEDURES
Author:
Pub/Date: BOSTON, MA: NEWBURY JUNIOR COLLEGE, 1980
Languages: SPANISH, ENGLISH
Media:
Access: NORTHEASTERN CURRICULUM COORDINATION CENTER (DOC #53.G2)
Pages: 20

Title: OFFICE SUPPLIES AND CLERICAL FORMS
Author: LOUIE, DARIAN G.
Pub/Date: BERKELEY, CA: ASIANS FOR JOB OPPORTUNITIES IN BERKELEY, INC., 1981
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC #05.G1)
Pages: 43

Title: OFFICE TO OFFICE: PRACTICAL BUSINESS COMMUNICATION (BRITISH ENGLISH)
Author: METHOLD, KENNETH; TADMAN, JANET
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media:
Access: LONGMAN, INC.

Title: ORIENTATION IN BUSINESS ENGLISH (VOLUMES 1, 2, & 3)
Author:
Pub/Date: LINCOLNWOOD, IL: NATIONAL TEXTBOOK COMPANY, 1985
Languages:
Media:
Access: NATIONAL TEXTBOOK COMPANY

Title: ORTOGRAFIA EN ACCION CON VOCAULARIO COMERCIAL
Author: FERNANDEZ DE LA VEGA, OSCAR
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1981
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: PRACTICA MERCANTIL Y DOCUMENTACION (MERCHANDISING AND DOCUMENTATION PRACTICE)
Author: HERNANDEZ, ESPINOSA
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: PRACTICAS DE OFICINA (OFFICE PRACTICES)
Author: DIAZ, ZAYAS AND BENITEZ DE AVILA
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1978
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: RECEPTION SKILLS
Author: LOUIE, DARIAN G.
Pub/Date: BERKELEY, CA: ASIANS FOR JOB OPPORTUNITIES IN BERKELEY, INC., 1983
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC #05.G3)
Pages: 30

Title: TECNICAS SECRETARIALAS Y PROCEIMIENTOS DE OFICINA (SECRETARIAL OFFICE PROCEDURES)
Author: MEEHAN, OLIVERIO, PASEWARK AND DIAZ, ZAYAS
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1978
Languages: SPANISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: TOPICS FOR BUSINESS ENGLISH FOR SPANISH-SPEAKING STUDENTS/TEMAS PARA INGLES COMERCIAL PARA ESTUDIANTE DE HABLA HISPANA
Author: NIEVES, ENRIQUE
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Languages: SPANISH, ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title: TYPING FOR KOREAN STUDENTS
Author: LEE, HELEN C.
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1980
Language: KOREAN, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER
Pages: 30

Title: TYPING FOR SPANISH-SPEAKING STUDENTS
Author: MASCHWITZ, ELIZABETH
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1980
Languages: SPANISH, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER
Pages: 30

Title: VESL CURRICULUM DESIGN FOR OFFICE COMMUNICATION CLERICAL SKILLS
Author: HOST, BOBETTE W.
Pub/Date: DENVER, CO: METROPOLITAN STATE COLLEGE, 1985
Languages:
Media:
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC #42.G1)
Pages: 20

Title: VOCABULARY FOR WAREHOUSE CLERKS
Author: FOX, RANDY; HAYDEN, ROBERTA
Pub/Date: DENVER, CO: METROPOLITAN STATE COLLEGE, 1985
Languages:
Media:
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC #42.G4)
Pages: 29

Title: WE MEAN BUSINESS (BRITISH ENGLISH)
Author: NORMAN, SUSAN; MELVILLE, ELEANOR
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media:
Access: LONGMAN, INC.

Title: WE MEAN BUSINESS VIDEO (BRITISH ENGLISH)
Author: MARZIO PRODUCTIONS WITH SUSAN NOIMAN AND JACK LONERGAN
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media: VIDEOTAPE
Access: LONGMAN, INC.

Title: WE'RE IN BUSINESS (BRITISH ENGLISH)
Author: NORMAN, SUSAN
Pub/Date: LONDON: LONGMAN, INC., 1983
Languages:
Media: AUDIOTAPE (2 TAPES)
Access: LONGMAN, INC.

Title: WORLD AT WORK: BANKING (BRITISH ENGLISH)
Author: RUSHTON, LYNNE; HOPWOOD, TONY
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media:
Access: LONGMAN, INC.

Title: WORLD AT WORK: IMPORT/EXPORT (BRITISH ENGLISH)
Author: HOLLETT, VICKI
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media:
Access: LONGMAN, INC.

Title: WORLD AT WORK: OFFICE PRACTICE (BRITISH ENGLISH)
Author: NORMAN, SUSAN
Pub/Date: LONDON: LONGMAN, INC., 1982
Languages:
Media:
Access: LONGMAN, INC.

BUSINESS PROFESSIONS:
WORD PROCESSING/DATA ENTRY

Title: CURRICULUM GUIDE FOR BILINGUAL VOCATIONAL DATA ENTRY WORD PROCESSING
Author:
Pub/Date: RIVER GROVE, IL: TRITON COLLEGE, 1985
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC #70.G1)
Pages: 51

Title: KEYPUNCH FOR KOREAN STUDENTS
Author: LEE, HELEN C.
Pub/Date: CHICAGO, IL: PROJECT MAINSTREAM--ILLINOIS STATE BOARD OF EDUCATION, DEPARTMENT OF ADULT VOC. & TECH. EDUCATION, 1980
Languages: KOREAN, ENGLISH
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: KEYPUNCH FOR SPANISH-SPEAKING STUDENTS
Author: MASCHWITZ, ELIZABETH
Pub/Date: CHICAGO, IL: PROJECT MAINSTREAM--ILLINOIS STATE BOARD OF EDUCATION, DEPARTMENT OF ADULT VOC. & TECH. EDUCATION, 1980
Languages: SPANISH, ENGLISH
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: MICROCOMPUTER OPERATOR CURRICULUM
Author: RODRIGEUZ-ABAD, LUIS; ARANZ, LUIS; PARIENTE, CESAR EDMUNDO
Pub/Date: NEW YORK, NY: SOLIDARIDAD HUMANA, INC., 1986
Languages:
Media:
Access: NORTHEAST CURRICULUM COORDINATION CENTER (DOC. #65.G1)
Pages: 11

Title: VESL CURRICULUM GUIDE FOR THE TRITON COLLEGE BILINGUAL VOCATIONAL DATA ENTRY WORD PROCESSING TRAINING PROGRAM
Author:
Pub/Date: RIVER GROVE, IL: TRITON COLLEGE, 1985
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #70.G2)
Pages: 50

Title: VESL FOR DATA PROCESSING
Author:
Pub/Date: RESOURCE DEVELOPMENT PROJECT, VESL FOR BLUEPRINT READING, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: VESL FOR KEYPUNCH
Author:
Pub/Date: CHICAGO, IL: PROJECT MAINSTREAM--ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: WORD PROCESSING I AND II
Author:
Pub/Date: SAN FRANCISCO, CA: CURRICULUM RESOURCES DEVELOPMENT CENTER, 1984
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER (DOC. #14.G3, G4)

CONSTRUCTION/CARPENTRY

Title: ARCHITECTURE AND BUILDING CONSTRUCTION (BRITISH ENGLISH)
Author: CUMMING, JAMES
Pub/Date: LONDON: LONGMAN GROUP LTD, 1983 (PART OF THE NUCLEUS: ENGLISH FOR SCIENCE AND TECHNOLOGY)
Languages:
Media: AUDIOTAPE
Access: LONGMAN, LTD

Title: FIBERGLASS TECHNICIAN (MULTI-CULTURAL COMPETENCY-BASED VOCATIONAL CURRICULA SERIES)
Author: HEPBURN, LARRY
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1981-82
Languages: SPANISH, LAO, THAI, ENGLISH
Media:
Access: ERIC (SERIES GUIDELINES: ED 205789)

Title: HOME MAINTENANCE GLOSSARY (HMONG, LAO, VIETNAMESE)
Author: VANG, KAO; NANTHAVONGA, MANIVONG; LY-WALLACE, HIEU
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: HMONG, LAO, VIETNAMESE
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC #34.G4, G5, G6)
Pages: 50; 75; 50

Title: I KNOW--A VOCABULARY GAME FOR CARPENTRY TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY, VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY, VOCATIONAL TECHNICAL CURRICULUM LABORATORY

Title: I KNOW--A VOCABULARY GAME FOR CONSTRUCTION TECHNOLOGY TRADES (SERIES)
Author: TROTH, CLEMENT D.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY VOCATIONAL TECHNICAL LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY VOCATIONAL TECHNICAL LABORATORY

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR MASONS
Author: BALL, JOHN E.
Pub/Date: ALBANY, NJ: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLICATIONS, INC.
Pages: 200

Title: VESL FOR BUILDING CONSTRUCTION
Author: THACHER, MARIAN
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1984
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 240

Title: WOODWORKING SAFETY INSTRUCTIONS
Author: BEAVERTON SCHOOL DISTRICT, #48--PORTLAND OR
Pub/Date: AUTHOR
Languages: LAO, KHMER, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 79

COSMETOLOGY

Title: COSMETOLOGY TERMINOLOGY (HMONG, LAO, VIETNAMESE)
Author: VANG, KAO; NANTHAVONGSA, MANIVONG; LY-WALLACE, HIEU
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM CENTER DOC. #34.G10, G11, G12
Pages: 64; 72; 49

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR COSMETOLOGISTS
Author: EVANS, J.O.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.

DRAFTING

DRAFTING

Title: BASIC CONCEPTS IN DRAFTING FOR SPANISH-SPEAKING STUDENTS
Author: CASTRO, JORGE E.
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION/ ADULT VOCATIONALS AND TECHNICAL EDUCATION, 1980-81
Languages: SPANISH, ENGLISH
Media:
Access: CURRICULUM PUBLICATION CLEARINGHOUSE

Title: DRAFTING FUNDAMENTALS FOR KOREAN SPEAKING STUDENTS
Author:
Pub/Date: TRUMAN COLLEGE, SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1982
Languages:
Media:
Access: CURRICULUM PUBLICATION CLEARINGHOUSE

Title: ENGLISH FOR DRAFTING
Author: PEKNIK, GEORGE
Pub/Date: CETA: DUPAGE COUNTY, IL, 1982
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 38

Title: I KNOW--A VOCABULARY GAME FOR DRAFTING TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY

Title: INTERPRETACION DE DIBUJO MECANICO ELEMENTAL (ELEMENTAL BLUEPRINT READING)
Author:
Pub/Date: KENOSHA, WI: GATEWAY TECHNICAL INSTITUTE, 1978
Languages: SPANISH
Media:
Access: VOCATIONAL STUDIES CENTER
Title: INTRODUCTION TO BLUEPRINT READING AND DRAFTING
Author: COBLE, JACK

Pub/Date: EL RENO, OK: CANADIAN VALLEY AREA, VO-TECH SCHOOL DISTRICT, 1978
Languages: SPANISH, ENGLISH
Media:
Access: MIDWEST CURRICULUM COORDINATION CENTER
Pages: 15

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR MECHANICAL DRAFTING
Author: LARKIN
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLICATIONS, INC.

Title: TECHNICAL DRAWING FOR KOREAN STUDENTS
Author: CHANG SHIK LEE
Pub/Date: ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE
Pages: 39

Title: VESL FOR BLUEPRINT READING
Author: KRUGER, LINDA; BOLAND, KAREN
Pub/Date: PEORIA, IL: PEORIA CATHOLIC SOCIAL SVC RESETTLEMENT ORG., 1981
Languages: VIETNAMESE, LAO (GLOSSARIES)
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 109

Title: VESL FOR DRAFTING
Author:
Pub/Date: CHICAGO, IL: PROJECT MAINSTREAM, ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE TEACHER'S MANUAL AVAILABLE ON LOAN BASIS FROM VOICE, ITEM #07342

ELECTRICAL TRADES

ELECTRICAL TRADES

Title: BASIC ELECTRICITY (VOCATIONAL ENGLISH SERIES)
Author:
Pub/Date: INSTITUTE OF MODERN LANGUAGE, INC., 1985
Languages:
Media:
Access: NATIONAL TEXTBOOK COMPANY
Pages: 126

Title: ELECTRICITY
Author:
Pub/Date: LONDON: HEINEMANN EDUCATIONAL BOOKS, 1981 (U.S.: NEW HAMPSHIRE)
Languages:
Media:
Access: HEINEMANN EDUCATIONAL BOOKS, INC.
Pages: 152

Title: ELECTRICITY AS A SECOND LANGUAGE: INTRODUCTION TO DC ELECTRICITY
Author: BANDEIRA-LOCI, LOIS, PH.D
Pub/Date: SUNNYVALE, CA: FOOTHILL-DE ANZA COMMUNITY COLLEGE, BILINGUAL CENTER, 1981
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER
Pages: 94

Title: I KNOW--A VOCABULARY GAME FOR ELECTRICAL TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY, VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY, VOCATION TECHNICAL CURRICULUM LABORATORY

Title: INTRODUCTION TO ELECTRICITY
Author: CANN, LEVINE, CONCEPCION, DANG, HOANG
Pub/Date: ORANGE COUNTY B.A.E., 1984
Languages: SPANISH, VIETNAMESE, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 24

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR ELECTRICIANS
Author: GARRARD, CRAWFORD G.; BOYD, FRANK A.; HERMAN, STEPHAN L.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1987
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 192

Title: TERMS FOR BASIC ELECTRICITY. FORDSON BILINGUAL DEMONSTRATION PROJECT
Author: ST. JOHN, ROGER; TOPOLEWSKI, RICK
Pub/Date: DEARBORN, MI: DEARBORN PUBLIC SCHOOLS, 1985
Languages: ARABIC, ENGLISH
Media:
Access: ERIC ED 261174
Pages: 29

ELECTRONIC ASSEMBLY/ELECTRONICS

ELECTRONIC ASSEMBLY

Title: AC ELECTRONICS: VIETNAMESE TRANSLATION (AND LAO, HMONG)
Author: LY-WALLACE, HIEU, TRANSLATION
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRICT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATING CENTER DOC. #34.G1
Pages: 71

Title: BASICS FOR ELECTRONICS (CAI)
Author: SCALES, VIRGINIA
Pub/Date: SUNNYVALE, CA: BILINGUAL CENTER AT DE ANZA COLLEGE, 1985
Languages:
Media: CAI APPLE
Access: BILINGUAL CENTER

Title: ELECTRONIC ASSEMBLY
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH AND BASIC SKILLS CENTER, 1986
Languages:
Media:
Access: DNAE

Title: ELECTRONIC ASSEMBLY ENGLISH FOR NON-NATIVE SPEAKERS
Author: THOMAS, TONI; THAXTON, KAREN
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1980
Languages:
Media: VISUALS AVAIALBLE
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 166

Title: ELECTRONIC ASSEMBLY: BILINGUAL VOCATIONAL GLOSSARY, VIET/ENG
Author: GOODWINE, LEA
Pub/Date: DENVER, CO: EMILY-GRIFFITH OPPORTUNITY SCHOOL, PROJECT "BE VITAL"
Languages: VOICE (STATE: "AVAILABLE FROM WESTER CURRICULUM CENTER")
Pages: 10

ELECTRONIC ASSEMBLY

Title: ELECTRONICS ASSEMBLEY ESL
Author: WILKINSON, BETTY J.
Pub/Date: SAN FRANCISCO, CA: SAN FRANCISCO COMMUNITY COLLEGE DISTRICT, 1980
Languages:
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER DOC #60.G1
Pages: 26

Title: ELECTRONICS ASSEMBLY VESL FOR ELECTRONIC TECHNICIANS
Author: RICHONNE, JUDY
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1985
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 242

Title: ELECTRONICS BOOK I
Author: JOHNSON, DENNIS; AND OTHERS
Pub/Date: ELK GROVE, CA: ELK GROVE UNIFIED SCHOOL DISTRICT, 1986
Languages: VIETNAMESE, CANTONESE, ENGLISH
Media:
Access: ERIC ED 277821
Pages: 432

Title: ELECTRONICS BOOK II
Author: JOHNSON, DENNIS; AND OTHERS
Pub/Date: ELK GROVE, CA: ELK GROVE UNIFIED SCHOOL DISTRICT, 1986
Languages: VIETNAMESE, CANTONESE, ENGLISH
Media:
Access: ERIC ED 277822
Pages: 458

Title: ELECTRONICS BOOK III
Author: JOHNSON, DENNIS; AND OTHERS
Pub/Date: ELK GROVE, CA: ELK GROVE UNIFIED SCHOOL DISTRICT, 1986
Languages: VIETNAMESE, CANTONESE, ENGLISH
Media:
Access: ERIC ED 277823
Pages: 457

ELECTRONIC ASSEMBLY

Title: I KNOW--A VOCABULARY GAME FOR ELECTRONIC TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL, TECHNICAL CURRICULUM LABORATORY

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR ELECTRONICS TECHNICIANS
Author: SULLIVAN, RICHARD L.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 212

Title: READING A MICROMETER. FORDSON BILINGUAL DEMONSTRATION PROJECT.
Author: FIELD, SUSAN; AND OTHERS
Pub/Date: DEARBORN, MI: DEARBORN PUBLIC SCHOOLS, 1985
Lanaguages: ARABIC, ENGLISH
Media:
Access: ERIC ED. 261173 DEARBORN PUBLIC SCHOOLS
Pages: 37

Title: USING AND READING VOLT METERS. FORDSON BILINGUAL DEMONSTRATION PROJECT
Author: TOPOLEWSKI, RICK
Pub/Date: DEARBORN, MI: DEARBORN PUBLIC SCHOOLS, 1985
Languages: ARABIC, ENGLISH
Media:
Access: ERIC ED. 261175
Pages: 68

Title: VESL FOR ELECTORNIC ASSEMBLY
Author: LATKIEWICZ, JOHN
Pub/Date: SALT LAKE CITY, UT: SALT LAKE CITY SKILLS CENTER, UTAH TECHNICAL COLLEGE, 1982
Languages:
Media:
Access: VOICE # 06507
Title: VESL FOR ELECTRONIC ASSEMBLY & ELECTRO-MECHANICAL ASSEMBLY

Author: RICHONNE, JUDY
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISCTRICT, 1984
Languages:
Media:
Access: VOICE (STATE: " AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 203

Title: VESL FOR ELECTRONIC TECHNICIANS
Author: BAHMAME, ROSEMARIE
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRCIT, 1985
Languages:
Media:
Access: VOICE (STATE: " AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 198

Title: VOCATIONAL EDUCATION RESOURCE PACKAGE FOR A VESL-ELECTRONICS CURRICULUM
Author: SCALES, VIRGINIA
Pub/Date: SACRAMENTO, CA: CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGES, 1984
Languages:
Media:
Access: VOICE # 03900
Pages: 92

FOOD SERVICE

FOOD SERVICE

Title: ACTIVITIES FOR VESL VOCABULARY CARDS--FOOD SERVICE
Author: TAYLOR, NANCY
Pub/Date: ARIZONA DEPARTMENT OF EDUCATION, 1984
Languages:
Media:
Access: INSTRUCTIONAL ACCESS
Pages: 61

Title: ASSISTANT CHEF PROBLEM. CURRICULUM OUTLINE, ORIENTATION, SAFETY AND SANITATION
Author:
Pub/Date: SAINT AUGUSTINE COLLEGE, CHICAGO, IL, 1985
Languages:
Media:
Access: ERIC (ED 277818)
Pages: 39

Title: ASSISTANT CHEF PROGRAM, VOCATIONAL OBJECTIVE AND SAMPLE MENUS
Author:
Pub/Date: CHICAGO, IL: SAINT AUGUSTINE COLLEGE, 1985
Languages:
Media:
Access: ERIC (ED 277817)
Pages: 97

Title: CAREER ENGLISH--RESTAURANT ENGLISH
Author: WORSDALL, VIVIEN
Pub/Date: COLLIER MacMILLAN INTERNATIONAL (NY), 1984
Languages:
Media: AUDIOTAPE
Access: COLLIER MacMILLAN INTERNATIONAL

Title: DEVELOPMENTAL MATERIALS FOR NON-NATIVE STUDENTS: CULINARY ARTS; RESTAURANT MANAGMENT
Author: WRIGHT, KENNETH
Pub/Date: ELGIN, IL: ELGIN COMMUNITY COLLEGE (BILINGUAL ACCESS PROGRAM), 1980
Languages: SPANISH, ENGLISH
Media:
Access: VOICE #06900

Title: ENGLISH FOR FOOD SERVICE: AN ENGLISH FOR SPECIFIC PURPOSES COURSE
Author:
Pub/Date: CETA PROGRAM, DUPAGE COUNTY, IL, 1982
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 38

Title: ENGLISH FOR FOOD TECHNOLOGY
Author:
Pub/Date: EVERETT, WA: EVERETT COMMUNITY COLLEGE, 1982
Languages:
Media: AUDIOTAPE (12 TAPES)
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC #26.G2)

Title: ENGLISH ON THE JOB: FOOD PREPARATION
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages:
Media: AUDIOTAPE
Access: VOCATIONAL STUDIES CENTER

Title: FOOD SERVICE (SERIES OF MULTICULTURAL COMPETENCY-BASED VOCATIONAL CURRICULUM SERIES)
Author: HEPBURN, LARRY AND SHIN, MASAKO T.
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1981-82
Langauges: SPANISH, LAO, THAI, ENGLISH
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: FOOD SERVICE CURRICULUM FOR THE BVIT PROGRAM HEALTH CARE INDUSTRIES
Author: KREBS, KATHERINE
Pub/Date: DENVER, CO: METROPOLITAN STATE COLLEGE, 1984
Languages:
Media:
Access: NORTHWESTERN CURRICULUM COORDINATION CENTER (DOC. #42.G2)
Pages: 23

FOOD SERVICE

Title: FOOD SERVICE TECHNICAL TERMS: ENGLISH-SPANISH LEXICON
Author: SHIN, MASAKO, T.; THORSON, ANN
Pub/Date: CHICAGO, IL: SAINT AUGUSTINE COLLEGE, 1981
Languages: SPANISH, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC #66.G1)

Title: FOOD SERVICE: HANDBOOK TO ACCOMPANY VESL VOCABULARY CARDS
Author: TAYLOR, NANCY; LENHART, DEBRA
Pub/Date: PHOENIX, AZ: MARICOPA TECHNICAL COMMUNITY COLLEGE, 1984
Languages:
Media:
Access: ERIC (ED 273116)
Pages: 101

Title: FOOD SERVICE: A BILINGUAL REFERENCE MANUAL FOR SPANISH SPEAKERS
Author: HELGESAN, MARC E.
Pub/Date: CHICAGO, IL: SAINT AUGUSTINE COLLEGE, 1981
Languages: SPANISH, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER (DOC. #66.G4)
Pages: 19

Title: HOTEL AND CATERING INTERNATINAL (BRITISH ENGLISH)
Author: TAFNER, MEG; WHITNEY, NORMAN
Pub/Date: SURREY, ENGLAND: THOMAS NELSON & SONS LTD, 1986
Languages:
Media: AUDIOTAPE
Access: R & A TEXTBOOKS

Title: I KNOW--A VOCABULARY GAME FOR FOOD TRADES (PART OF A SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY VOCATIONAL-TECHNICAL CURRICULUM LABORATORY

Title: KITCHEN SAFETY
Author:
Pub/Date: ILLINOIS STATE BOARD OF EDUCATION
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: MEASURING FOR COOKING
Author: MILLER AND VIHAUER
Pub/Date: HAYWARD, CA: JANUS BOOKS PUBLISHERS, 1986
Languages:
Media:
Access: JANUS BOOKS
Pages: 80

Title: RESTAURANT EMPLOYEES
Author: BRADSHAW, MICHAEL
Pub/Date: NEW YORK: MACMILLAN PUBLISHING COMPANY, INC., 1984
Languages:
Media:
Access: MACMILLAN PUBLISHING COMPANY

Title: RESTAURANT ENGLISH
Author: BINHAM, PHILIP; LAMPOLA, RITA; MURRAY, JAMES
Pub/Date: OXFORD; PERGAMON PRESS, 1982
Languages:
Media: AUDIOTAPES
Access: ALEMANY PRESS

Title: RESTAURANT LANGUAGE: A SURVIVAL LANGUAGE
Author: RICHEY, JIM
Pub/Date: JANUS BOOK PUBLISHERS (HAYWARD, CA), 1980
Languages:
Media:
Access: JANUS BOOKS

Title: THE COOKBOOK--MANUAL DE COCINA
Author: HARDY, FLORENT, JR.
Pub/Date: LOUISANA STATE DEPARTMENT OF EDUCATION, BATON ROUGE, 1978
Languages: SPANISH, ENGLISH
Media:
Access: ERIC (ED 275912)

Title: VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR FOOD PRODUCTION: CULINARY ARTS AND RESTAURANT MANAGEMENT
Author: WRIGHT, KENNETH
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE STATE BOARD OF EDUCATION/ADULT, VOCATIONAL AND TECHNICAL ED., 1980
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE ECA/IVCC, SANGAMON STATE UNIVERSITY, IL
Pages: 51

GRAPHIC ARTS

GRAPHIC ARTS

Title: BILINGUAL ACCESS PROGRAM: SUPPLEMENTAL MATERIALS: TECHNICAL GRAPHICS
Author: KOTESKY, ARTURO A.
Pub/Date: ELGIN, IL: ELGIN COMMUNITY COLLEGE, 1978-82
Languages:
Media:
Access: VOICE (ITEM #02306)

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR GRAPHIC ARTISTS
Author: VERMEERSCH, LAVONNE F.; SOUTHWICK, CHARLES E.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1980
Languages:
Media:
Access: DELMAR PULISHERS, INC.
Pages: 173

Title: PRE-VOCATIONAL PRINTING; STUDY GUIDE
Author:
Pub/Date: LA CROSSE, WI: WESTERN WISCONSIN TECHNICAL INSTITUTE, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC #74.G5
Pages: 84

Title: PRINTER'S SYSTEM OF MEASURE. FORDSON BILINGUAL DEMONSTRATION PROJECT
Author: PIZZINO, RAY
Pub/Date: DEARBORN, MI: DEARBORN PUBLIC SCHOOLS, 1985
Languages: ARABIC, ENGLISH
Media:
Access: ERIC ED 261178 DEARBORN PUBLIC SCHOOLS
Pages: 23

HEALTH SERVICES

Title: ACTIVITIES FOR VESL VOCABULARY CARDS--NURSING ASSISTANT
Author: SHAY, GAIL
Pub/Date: ARIZONA DEPARTMENT OF EDUCATION, 1984
Languages:
Media:
Access: INSTRUCTIONAL ACCESS

Title: BILINGUAL MEDICAL/DENTAL/RECEPTIONIST PROGRAM CURRICULUM, SPANISH/ENGLISH
Author: CERONE, LYDIA; GALOS, ROBERTO; SAINZ, ANA MARIA
Pub/Date: SAN FRANCISCO, CA: SAN FRANCISCO COMMUNITY COLLEGE DISTRICT, MISSION CENTER, 1979
Languages: SPANISH, ENGLISH
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER DOC # 61.G1
Pages: 120

Title: BILINGUAL VOCABULARY FOR THE MEDICAL PROFESSION/ VOCABULARIO BILINGUE PARA LA PROFESION MEDICA
Author: ESCANDON, RALPH
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Languages: SPANISH, ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO., SCOTT FORESMAN

Title: ENGLISH AS A SECOND LANGUAGE/NURSING ASSISTANT PREPARATION UNIT
Author: WESSELIUS, MALIN, KESTEN
Pub/Date: GATEWAY TECHNICAL INSTITUTE, 1977
Languages:
Media:
Access: THE VOCATIONAL STUDIES CENTER

Title: ENGLISH ON THE JOB: NURSING ASSISTANT
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages:
Media: AUDIOTAPE
Access: VOCATIONAL STUDIES CENTER

Title: ENGLISH SPECIAL PURPOSES--LICENSED PRACTICAL NURSES RETRAINING PROGRAM FOR REFUGEES
Author: HANSEN, ADELE
Pub/Date: UNIVERSITY OF MINNESOTA, 1984
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM CURRICULUM CENTER")

Title: INTRODUCCION A LA ENFERMERIA
Author: PEREZ, MADIA (MARIA) DEL CARMEN LEDESMA
Pub/Date: U.S. DISTRIBUTION PUBLICATIONS CO., PUB.: EDITORIAL LIMUSA, MEXICO, 1979
Languages: SPANISH
Media:
Access: BILINGUAL PUBLICATION CO.

Title: LISTA MEDICA DE ABREVIACIONES (MEDICAL LIST OF ABBREVIATIONS)
Author:
Pub/Date: SUNNYVALE, CA: FOOTHILL-DE ANZA COMMUNITY COLLEGE BILINGUAL CENTER, 1980
Languages: SPANISH
Media:
Access: WESTERN CURRICULUM, COORDINATION CENTER DOC #27.G10
Pages: 10

Title: MAKING ENGLISH WORK, VOL. IV: BEGINNING ENGLISH FOR HOSPITAL EMPLOYEES IN ENVIRONMENTAL SERVICES
Author: SMITH, JANICE
Pub/Date: FOUNTAIN VALLEY, CA: COAST COMMUNITY COLLEGE DISTRICT, 1983
Languages:
Media:
Access: VOICE #07978

Title: MATH FOR THE HEALTH CARE WORKER
Author: CHOTINER, MICHAEL
Pub/Date: NEW YORK, NY: EDUCATIONAL ACTVITIES, INC., 1981
Languages:
Media:
Access: EDUCATIONAL ACTIVITIES, INC.

Title: MEDICAL TERMINOLOGY; SPANISH, CHINESE AND ENGLISH
Author:
Pub/Date: SUNNYVALE, CA: FOOTHILL-DE ANZA COMMUNITY COLLEGE BILINGUAL CENTER, 1980
Languages: SPANISH, CHINESE, ENGLISH
Media:
Access: WESTERN CURRICULUM COORDINATION CENTER
DOC #27.G9
Pages: 11

Title: NURSE ASSISTANT
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH AND BASIC SKILLS CENTER, 1986
Languages:
Media:
Access: DNAE

Title: NURSING AIDE: HEARSAY--A TEXT FOR LISTENING
Author: CLARK, MARYBETH; HUBBARD, KATHERINE E.
Pub/Date: HONOLULU: HONOLULU COMMUNITY COLLEGE, 1977
Languages:
Media: VIDEOTAPE AVAILABLE: STUDENT & TEACHERS MANUALS
Access: ERIC ED #181763
Pages: 123

Title: NURSING AIDE: SPEAKEASY--A TEXT FOR SPEAKING (3 VOLS)
Author: CLARK, MARYBETH
Pub/Date: HONOLULU: HONOLULU COMMUNITY COLLEGE, 1977
Languages:
Media:
Access: ERIC ENG VOLS 1-3; VOL 1: ED 181759; VOL 2: 181760
Pages: 104

Title: NURSING ASSISTANT: HANDBOOK TO ACCOMPANY VESL VOCABULARY CARDS
Author: SHAY, GAIL; LEINHART, DEBRA
Pub/Date: MARICOPA TECHNICAL COMMUNITY COLLEGE, PHOENIX, ARIZONA, 1984
Languages:
Media:
Access: ERIC ED 273118
Pages: 89

Title: NURSING SCIENCE (BRITISH ENGLISH)
Author: KERR, ROSALIE AND SMITH, JENNIFER
Pub/Date: LONDON: LONGMAN GROUP LIMITED, 1978
Languages:
Media: AUDIOTAPE
Access: LONGMAN, INC.

Title: PHRASES FOR DENTAL ASSISTANTS
Author: NEMKO, BARBARA
Pub/Date: DEPARTMENT OF BEHAVIORAL SCIENCE, U.C. DAVIS, CA, 1985
Languages: SPANISH, VIETNAMESE, LAO, TAGOLOG, CHINESE, KHMER, ENGLISH
Media:
Access: VOICE ITEM #8232-AV
Pages: 76

Title: PHRASES FOR NURSING ASSISTANTS
Author: NEMKO, BARBARA
Pub/Date: U.C. DAVIS: DEPARTMENT OF APPLIED BEHAVIORAL SCIENCES, 1985
Languages:
Media: AUDIOTAPE
Access: VOICE, ITEM #08231-AV
Pages: 79

Title: STUDENT WORKBOOK FOR ESSENTIAL ENGLISH AND HOSPITAL TEMINOLOGY FOR THE NURSING ASSISTANT WITH LITTLE KNOWLEDGE OF ENGLISH
Author: HILL, BRUNA
Pub/Date: AUTHOR, 1980
Languages:
Media:
Access: VOICE ITEM #07739
Pages: 94

Title: TALK TO THE PATIENT IN SPANISH/HABLELE AL PACIENTE EN ESPANOL
Author: SAVARIEGO, BERTA
Pub/Date: CINCINNATI, OH: SOUTH-WESTERN PUBLISHING CO., 1982
Languages: SPANISH ENGLISH
Media:
Access: SOUTH-WESTERN PUBLISHING CO.

Title:	TEACHING THE FOREIGN BORN NURSING ASSISTANT
Author:	HILL, BRUNA AND RAY
Pub/Date:	AUTHORS, 1980
Languages:	
Media:	
Access:	VOICE: ITEM # 07738
Pages:	118

MACHINE SHOP/MACHINE TOOL

MACHINE SHOP/MACHINE TOOL

Title: AUTO MECHANICS, WELDING AND MACHINE SHOP
Author:
Pub/Date: LA PUENTE, CA: LA PUENTE VALLEY ADULT SCHOOL, 1986
Languages:
Media: VIDEO
Access: VOICE

Title: BILINGUAL ACCESS PROGRAM: DEVELOPMENTAL MATERIALS FOR NON-NATIVE STUDENTS: MACHINE TOOL OPERATIONS
Author: KOTESKY, ARTURO A.
Pub/Date: ELGIN, IL: ELGIN COMMUNITY COLLEGE, 1978-82
Languages: SPANISH, ENGLISH
Media:
Access: VOICE: #02304
Pages: 107

Title: ENGLISH ON THE JOB: MACHINE OPERATOR
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages:
Media: AUDIOTAPE AVAILABLE
Access: VOCATIONAL STUDIES CENTER

Title: ENGLISH SPECIAL PURPOSES: MACHINE TOOL OPERATION TRAINING
Author: HANSEN, ADELE
Pub/Date: UNIVERSITY OF MINNESOTA, 1984
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 64

Title: GENERAL MACHINIST COURSE CURRICULUM
Author: WILCOX, CHESTER; HAHN, SONG; HAHN, LANI
Pub/Date: ELK GROVE, CA: ELK GROVE UNIFIED SCHOOL DISTRICT, 1986
Languages: VIETNAMESE, ENGLISH
Media:
Pages: 200

MACHINE SHOP/MACHINE TOOL

Title: GENERAL MACHINISTS COURSE OUTLINE
Author: WILCOX, CHESTER; AND OTHERS
Pub/Date: ELK GROVE UNIFIED SCHOOL DISTRICT, CA, 1986
Languages: VIETNAMESE, ENGLISH
Media:
Access: ERIC ED 277820
Pages: 207

Title: MACHINE SHOP
Author:
Pub/Date: LA PUENTE VOCATIONAL ENGLISH & BASIC SKILLS CENTER, 1986
Languages:
Media: AUDIOTAPE
Access: VOICE

Title: MACHINE SHOP DEFINITIONS; HMONG, LAO, VIETNAMESE
Author: VANG, NANATHAVONGSA, LY-WALLACE
Pub/Date: LANSING, MI: LANSING SCHOOL DISTRCIT, 1985
Languages: VIETNAMESE, LAO, HMONG, ENGLISH
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC #34.G16
Pages: 110

Title: MACHINE SHOP FUNDAMENTALS
Author: KELLY, MICHAEL G.; MENGES, PATRICIA; MARTI-LAMBERT, KEBIR
Pub/Date: SUGAR GROVE, IL: WAUBONSEE COMMUNITY COLLEGE, 1982
Languages: SPANISH, VIETNAMESE, LAO, ENGLISH
Media:
Access: CURRICULUM PUBLICATIONS CLEARINHOUSE ERIC (ED 220638)

Title: MACHINE TOOL LAYOUT: OUTLINING A BASIC SHAPE ON FLAT STEEL. FORDSON BILINGUAL DEMONSTRATION PROJECT
Pub/Date: DEARBORN PUBLIC SCHOOLS, MI, 1985
Languages: ARABIC, ENGLISH
Media:
Acceess: ERIC ED 261176 DEARBORN PUBLIC SCHOOLS
Pages: 56

MACHINE SHOP/MACHINE TOOL

Title: MACHINE TOOL OPERATIONS TRAINING UNIT: SPANISH AND ENGLISH VERSION
Author: WESSELIUS
Pub/Date: GATEWAY TECHNICAL INSTITUTE, 1977
Languages: SPANISH, ENGLISH
Media:
Access: VOCATIONAL STUDIES CENTER ECN/IVVC OF SANGAMON STATE UNIVERSITY

Title: MACHINE TOOL OPERATOR (VESL)
Author: INDOCHINESE CONSORTIUM & AND CENTRAL COLLEGE INDUSTRIAL TECH
Pub/Date: PEORIA, IL: INDOCHINESE CONSORTIUM & ILLINOIS CENTRAL COLLEGE, 1981
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 193

Title: MACHINE TRADES (MULTICULTURAL COMPETENCY BASED VOCATIONAL CURRICULUM SERIES)
Author: HEPBURN, LARRY AND SHIN, MASAKO T.
Pub/Date: SPRINGFIELD, IL: ILLINIOS STATE BOARD OF EDUCATION, 1981
Languages: THAI TRANSLATION (ERIC ED 223846)
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: MAKING ENGLISH WORK, VOL I: INDUSTRIAL ENGLISH CURRICULUM
Author: YOUNG, FLORENCE
Pub/Date: FOUNTAIN VALLEY, CA: COAST COMMUNITY COLLEGE DISTRICT, 1983
Languages:
Media:
Access: VOICE #07975

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR MACHINISTS SECOND EDITION
Author: HOFFMAN, EDWARD
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1985
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 282

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR SHEET METAL TECHNICIANS
Author: SCHUMACHER
Pub/Date: ALBANY, NY: DELMAR PULISHERS, INC., 1980
Languages:
Media:
Acess: DELMAR PUBLISHERS, INC.
Pages: 144

Title: PRE VOCATIONAL MACHINE TOOL: STUDY GUIDE
Author:
Pub/Date: LA CROSSE, WI: WESTERN WISCONSIN TECHNICAL INSTITUTE, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC #74.G3
Pages: 80

Title: SHOP SAFETY
Author:
Pub/Date: ILLINOIS STATE BOARD OF EDUCATION
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: SYLLABUS FOR MACHINE SHOP & VOCATIONAL ENGLISH CLASSES
Author:
Pub.Date: ROCK VALLEY COLLEGE INDOCHINESE REFUGEE TRAINING PROGRAM (ILLINOIS)
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 37

Title: VESL FOR MACHINE SHOP
Author: MERKER, ROBERTA H.
Pub.Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1985
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 193

Title:	VESL FOR MACHINE TOOL OPERATIONS PROGRAM
Author:	MROWICKI, LINDA
Pub/Date:	ELGIN, IL: ELGIN COMMUNITY COLLEGE, 1981
Languages:	
Media:	
Access:	VOICE #06896

PLASTICS

PLASTICS

Title:	BILINGUAL ACCESS PROGRAM DEVELOPMENTAL MATERIALS FOR NON-NATIVE STUDENTS: PLASTICS TECHNOLOGY PROGRAM
Author:	DOMINICK, MARY J.
Pub/Date:	ELGIN, IL: ELGIN COMMUNITY COLLEGE--BILINGUAL ACCESS PROGRAM, 1980
Languages:	SPANISH, ENGLISH
Media:	
Access:	VOICE (ITEM #02308)

Title:	MAKING ENGLISH WORK, VOL. III: ENGLISH FOR THE PLASTICS INDUSTRY
Author:	DOOLEY, GEORGE
Pub/Date:	FOUNTAIN VALLEY, CA: COAST COMMUNITY COLLEGE DISTRICT, 1983
Languages:	
Media:	
Access:	VOICE (ITEM #07977; RELATED 07975, 07976, 07978)

REFRIGERATION/AIR CONDITIONING

Title: AIR CONDITIONING TECHNICIAN PROGRAM--COURSE OUTLINE
Author:
Pub/Date: HOUSTON, TX: HOUSTON COMMUNITY COLLEGE, 1985
Languages:
Media:
Access: MIDWEST CURRICULUM COORDINATION CENTER
Pages: 12

Title: GLOSSARY OF HEATING AND AIR CONDITIONING
Author:
Pub/Date: MENOMIE, WI: BILINGUAL VOCATIONAL TRAINING PROJECT, 1979
Languages: SPANISH, VIETNAMESE, ENGLISH
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR HEATING AND COOLING TECHNICIANS
Author: DEVORE, RUSSELL B.
Pub/Date: ALBANY, NY: DEMAR PUBLISHING CO., 1980
Languages:
Media:
Access: DELMAR PUBLISHING CO.
Pages: 192

TEXTILES

TEXTILES

Title: AUTO UPHOLSTERY ENGLISH FOR NON-NATIVE SPEAKERS
Author: THOMAS, TONI D.
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1982
Languages:
Media: FLASHCARDS
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 88

Title: ENGLISH FOR CLOTHING WORKERS
Author: CRABTREE, JERRI
Pub/Date: ROCK ISLAND, IL: BLACK HAWK COLLEGE, 1981
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 26

Title: I KNOW--A VOCABULARY GAME FOR NEEDLE TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOC-TECH CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL-TECHNICAL CURRICULUM LABORATORY

Title: I KNOW--A VOCABULARY GAME FOR UPHOLSTERY TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOC-TECH CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL-TECHNICAL CURRICULUM LABORATORY

Title: VESL FOR SEWING
Author: GOODARD, PHYILLIS; HOLZKNECHT, ANN MARIE
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1984
Languages:
Media:
Access: VOICE (STATE: "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 240

WELDING

WELDING

Title: AUTO MECHANICS, WELDING AND MACHINE SHOP
Author:
Pub/Date: LA PUENTE, CA: LA PUENTE VALLEY ADULT SCHOOL, 1986
Languages:
Media: VIDEO
Access: VOICE

Title: BILINGUAL ACCESS PROGRAM: DEVELOPMENTAL MATERIALS FOR NON-NATIVE STUDENTS; WELDING PROGRAM
Author: GALBRAITH, JEFF
Pub/Date: ELGIN, IL: ELGIN COMMUNITY COLLEGE, 1981
Languages: SPANISH, ENGLISH
Media:
Access: VOICE # 02307

Title: COMBINATION WELDING (MULTICULTURAL COMPETENCY-BASED VOCATIONAL CURRICULUM SERIES)
Author: HEPBURN, LARRY AND SHIN, MASAKO T.
Pub/Date: SPRINGFIELD, IL: ILLINOIS STATE BOARD OF EDUCATION, 1981
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE
Pages: 26

Title: ENGLISH ON THE JOB: WELDING
Author:
Pub/Date: WISCONSIN VOCATIONAL STUDIES CENTER, 1976
Languages:
Media: AUDIOTAPES
Access: VOCATIONAL STUDIES CENTER

Title: I KNOW--A VOCABULARY GAME FOR WELDING TRADES (SERIES)
Author: TROTH, CLEMENT O.
Pub/Date: NEW BRUNSWICK, NJ: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY, 1976
Languages:
Media:
Access: RUTGERS UNIVERSITY; VOCATIONAL TECHNICAL CURRICULUM LABORATORY

Title: PRACTICAL PROBLEMS IN MATHEMATICS FOR WELDERS, SECOND EDITION
Author: SCHELL, FRANK, R.; MATLOCK, BILL J.
Pub/Date: ALBANY, NY: DELMAR PUBLISHERS, INC., 1985
Languages:
Media:
Access: DELMAR PUBLISHERS, INC.
Pages: 218

Title: PREVOCATIONAL WELDING; STUDY GUIDE
Author:
Pub/Date: LA CROSSE, WI: WESTERN WISCONSIN TECHNICAL INSTITUTE, 1984
Languages:
Media:
Access: EAST CENTRAL CURRICULUM COORDINATION CENTER DOC #74.G4
Pages: 42

Title: VESL FOR WELDING
Author: GUJARI, LIVELEEN K., AND OTHERS
Pub/Date: POMONA UNIFIED SCHOOL DISTRICT, CA, 1984
Languages:
Media:
Access: ERIC (ED 263364)
Pages: 326

Title: WELDING
Author: WEST, LINDA
Pub/Date: SAN FRANCISCO, CA: THE ALEMANY PRESS, 1983
Languages:
Media: VISUALS
Access: ALEMANY PRESS: THE LANGUAGE WORKS
Pages: 165

Title: WELDING ENGLISH FOR NON-NATIVE SPEAKERS
Author: THOMAS, TONI D.
Pub/Date: SAN DIEGO COMMUNITY COLLEGE DISTRICT, 1980
Languages:
Media: VISUALS
Access: VOICE: (STATE "AVAILABLE FROM WESTERN CURRICULUM CENTER")
Pages: 208

WELDING

Title: WELDING PROGRAM
Author:
Pub/Date: ILLINOIS STATE BOARD OF EDUCATION, 1981
Languages:
Media:
Access: CURRICULUM PUBLICATIONS CLEARINGHOUSE

Title: WELDING: SAFETY CLOTHING--FORDSON BILINGUAL DEMONSTRATION PROJECT
Author: FIELD, SUSAN
Pub/Date: DEARBORN PUBLIC SCHOOLS, MI, 1985
Languages: ARABIC, ENGLISH
Media:
Access: ERIC (ED 261179) DEARBORN PUBLIC SCHOOLS
Pages: 27

APPENDIX A: SOURCES

APPENDIX A: SOURCES

ABRAM FRIEDMAN OCCUPATIONAL CENTER
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TELEPHONE: (213) 742-8351

ADDISON-WESLEY PUBLISHING CO.
WORLD LANGUAGE DIVISION
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TELEPHONE: (617) 944-3700; (800) 223-3323

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2501 INDUSTRIAL PARKWAY WEST
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WHEATON, MD 20902
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NATIONAL TEXTBOOK COMPANY
4255 WEST TOUHY AVENUE
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SAN FRANCISCO, CA 94103
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VOCATIONAL TECHNICAL CURRICULUM LAB.
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NEW BRUNSWICK, NJ 08903
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SAN DIEGO, CA 92105

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SCOTT, FORESMAN & CO., INT'L DIVISION
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964 EUDCATIONAL SCIENCES BUILDING
MADISON, WI 53706
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HONOLULU, HI 53706
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APPENDIX B: COMPUTER ASSISTED INSTRUCTION (CAI) SOURCES

APPENDIX B: COMPUTER ASSISTED INSTRUCTION (CAI) SOURCES

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UNIVERSITY PARK, PA 16802

BERGWALL EDUCATIONAL SOFTWARE, INC.
106 CHARLES LINDBERG BLVD.
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TELEPHONE: (800) 645-3565

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SAN RAFAEL, CA 94903-2101
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TELEPHONE: (800) 328-1452

APPENDIX B: COMPUTER ASSISTED INSTRUCTION (CAI) SOURCES

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P.O. BOX 419
DIMONDALE, MI 48821

LOS ANGELES UNIFIED SCHOOL DISTRICT
1645 S. OLIVE STREET, ROOM 213
LOS ANGELES, CA 90015
TELEPHONE: (213) 742-8351

MCE, INC.
157 S. KALAMAZOO MALL, SUITE 250
KALAMAZOO, MI 49007
TELEPHONE: (616) 345-8681

MEDIA MATERIALS, INC.
2936 REMINGTON AVENUE
BALTIMORE, MD 21211
TELEPHONE: (301) 235 1722

MINNESOTA EUDCATIONAL COMPUTING CORP. (MECC)
3490 LEXINGTON AVENUE N.
ST. PAUL, MN 55126
TELEPHONE: (612) 481-3500

THE NATIONAL CLEARINGHOUSE FOR
BILINGUAL EDUCATION
11501 GEORGIA AVENUE
WHEATON, MD 20902
TELEPHONE: (800) 647-0123

NORTHWEST REGIONAL EDUCATIONAL LABORATORY
TECHNOLOGY PROGRAM
101 S. W. MAIN, SUITE 500
PORLAND, OR 97204

APPENDIX B: COMPUTER ASSISTED INSTRUCTION (CAI) SOURCES

SOCIETY FOR VISUAL EDUCATION
1345 DIVERSEY PRAKWAY
CHICAGO, IL 60614
TELEPHONE: (312) 525-1500

SUNBURST COMMUNICATIONS, INC.
39 WASHINGTON AVENUE
PLEASANTVILLE, NY 10570-9971
TELEPHONE: (800) 431-1934

APPENDIX C: SPECIFIC LANGUAGE INDEX

(See main entry for complete information)

APPENDIX C: SPECIFIC LANGUAGE INDEX
(See main entry for complete information)

ARABIC

AUTOMOTIVE SERVICES:

Automobile Engine: Basic Ignition Timing

ELECTRICAL TRADES:

Terms for Basic Electricity

ELECTRONIC ASSEMBLY:

Reading a Micrometer

Using and Reading Volt Meters

GENERAL TECHNOLOGY:

English in Context: Reading Comprehension For Science & Technology, Book 1 and 2

GRAPHIC ARTS:

Printers' System of Measure

MACHINE SHOP/MACHINE TOOL:

Machine Tool Layout: Outlining a Basic Shape on Flat Steel

WELDING:

Welding: Safety Clothing

APPENDIX C: SPECIFIC LANGUAGE INDEX

CHINESE

ELECTRONIC ASSEMBLY:

Electronics Book I, Book II, Book II

GENERAL VESL:

English That Works (Books 1 and 2)

HEALTH SERVICES:

Medical Terminology; Spanish, Chinese and English Phrases for Dental Assistants

HMONG

ACCOUNTING:

Dictionary of Accounting Terminology (Hmong, Lao, Vietnamese)

AUTOMOTIVE SERVICES:

Automotive Mechanics Definitions (Hmong, Lao, Vietnamese)

BUILDING MAINTENANCE:

School Plant Maintenance and Custodial Services Definitions (Hmong, Lao, Vietnamese)

CONSTRUCTION/CARPENTRY:

Home Maintenance Glossary (Hmong, Lao, Vietnamese)

COSMETOLOGY:

Cosmetology Terminology (Hmong, Lao, Vietnamese)

ELECTRONIC ASSEMBLY:

AC Electronics: Vietnamese Translation (Lao, Hmong)

APPENDIX C: SPECIFIC LANGUAGE INDEX

HMONG

MACHINE SHOP/MACHINE TOOL:

Machine Shop Definitions (Hmong, Lao, Vietnamese)

JAPANESE

GENERAL TECHNOLOGY:

English in Context: Reading Comprehension For Science and Technology. (Book 1 and 2)

KHMER

CONSTRUCTION/CARPENTRY:

Woodworking Safety Instructions

HEALTH SERIVCES:

Phrases for Dental Assistants.

KOREAN

AUTOMOTIVE SERVICES:

Autobody Repair: Hearsay--Video Transcripts and Answer Key

Autobody Repair: Speakeasy--A Text for Speaking (Vol 1 & 2)

OFFICE/CLERICAL:

Typing for Korean Students

WORD PROCESSING/DATA ENTRY:

Keypunch for Korean Students

LAO

ACCOUNTING:

Dictionary of Accounting Terminology (Hmong, Lao, Vietnamese)

APPENDIX C: SPECIFIC LANGUAGE INDEX

LAO

AUTOMOTIVE SERVICES:

Auto Body Repair

Auto Mechnics: Bilingual Vocational Glossary (Vietnamese and Lao)

Automobilie Services

Automotive Mechanics Definitions (Hmong, Lao, Vietnamese)

BASIC SKILLS MATH:

Mathematics Terms

BUILDING MAINTENANCE:

School Plant Maintenance and Custodial Services Definitions (Hmong, Lao, Vietnamese)

CONSTRUCTION/CARPENTRY:

Fiberglass Technician

Home Maintenance Glossary (Hmong, Lao, Vietnamese)

Woodworking Safety Instructions

COSMETOLOGY:

Cosmetology Terminology (Hmong, Lao, Vietnamese)

DRAFTING:

VESL for Blueprint Reading

ELECTRONIC ASSEMBLY:

AC Electronics: Vietnamese Translation (Hmong & Lao)

APPENDIX C: SPECIFIC LANGUAGE INDEX

LAO

FOOD SERVICE:

Food Services

HEALTH SERVICES:

Phrases for Dental Assistants

MACHINE SHOP/MACHINE TOOL:

Machine Shop Definitions (Hmong, Lao, Vietnamese)

Machine Shop Fundamentals

OFFICE/CLERICAL:

Intake Materials for Clerical Skills Program

WELDING:

Combination Welding

SPANISH

ACCOUNTING:

Accounting Spanish

Contabilidad Administrativa (Managerial Accounting)

Contabilidad De Costas

Contabilidad Intermedia

Principios De Contabilidad (Principles of Accounting)

Vocabulary Lists: Banking and Finance and Accounting

APPENDIX C: SPECIFIC LANGUAGE INDEX

SPANISH

AUTOMOTIVE SERVICES:

Auto Body Repair

Automotive Serivces

Bilingual Vocational Training, Automobile Maintenance

Prevocational Auto Mechnics Training Unit

Small Engine Repair Modules

Small Engine Repair Modules (Workbook) = Reparacion De Motores Pequenos (Guia De Trabajo)

BUILDING MAINTENANCE:

English as a Second Language/Custodial Assitant Training Unit

BUSINESS/MANAGEMENT:

Administracion De Personal: Desarollo De Los Recursos Humanos (Personnel Management)

Administracion De Personal: Organizacion Y Remuneracion Del Tabajo

Administracion Y Gerencia De Empresas (Management & Organzation)

Bilingual Skills for Commerce and Industry/Practicas Bilingues Para El Comercio Y La Industria

La Empresa Y Su Medio (Business: Its Nature and Environment)

Libro De Ejercios, Matematica Comercial (Workbook for Business Math)

Matematica Comercial (Business Math)

Relaciones Humanas En Los Negocios (Human Relations in Business)

Supervision

Trato Personal Y Relaciones Humanas (Personality Development and Human Relations)

APPENDIX C: SPECIFIC LANGUAGE INDEX

SPANISH

CONSTRUCTION/CARPENTRY:

Fiberglass Technician

DRAFTING:

Basic Concepts in Drafting for Spanish-Speaking Students

Interpretacion De Dibujo Mecanico Elemental (Elementary Blueprint Reading)

Introduction to Blueprint Reading and Drafting

ELECTRICAL TRADES:

Introduction to Electricity

FOOD SERVICES:

Developmental Materials for Non-Native Students: Culinary Arts, Restaurant Management

Food Service

Food Service Technical Terms; English-Spanish Lexicon

Food Service: A Bilingual Reference Manual for Spanish Speakers

The Cookbook--Manual De Cocina

GENERAL TECHNOLOGY:

English in Context: Reading Comp. for Science & Technology, Book 1 & 2

Spanish-English, English-Spanish Technical Dictionary 2nd Edition

GENERAL VESL:

English That Works (Books 1 & 2)

SPANISH

HEALTH SERVICES:

Bilingual Medical/Dental Receptionist Program Curriculum (Spanish/English)

Bilingual Vocabulary for the Medical Profession/Vocabulario (Bilingue Para La Profesion Medica)

Introduccion A La Enfermeria

Lista Medica De Abreviaciones (Medical List of Abbreviations)

Medial Terminology (Spanish, Chinese, English)

Phrases for Dental Assistants

Talk to the Patient in Spanish/Hablele Al Paciente En Espanol

MACHINE SHOP/MACHINE TOOL:

Bilingual Access Program: Developmental Materials for Non-Native Students: Machine Tool Operations

Machine Shop Fundamentals

OFFICE/CLERICAL:

ABC De Archivo (ABC's of Filing)

Bilingual Access Program: Developmental Materials for Non-Native Students: Business/Secretarial

Bilingual Business Grammar/Gramatica Comercial Bilingue

Bilingual Medical/Dental Receptionist Program Curriculum (Spanish/English)

Business Letter Handbook/Manual De Correspondencia

Correspondencia Commerical: Fondo Y Forma (Business Correspondence: Background and Form)

Curso De Maquinas De Oficina (Office Machines Course)

Intake Materials for Clerical Skills Program

Manual De Referencia Para La Oficina (Reference Manual for the Office)

APPENDIX C: SPECIFIC LANGUAGE INDEX

SPANISH

OFFICE/CLERICAL:

Office Procedures

Ortografia En Accion Con Vocabulario Comercial

Practica Mercantil Y Documentacion (Merchanising and Documentation Practice)

Practicas De Oficina (Office Practices)

Tecnicas Secretarialas Y Procedinmientos De Oficina (Secretarial Office Procedures)

Topics for Business English for Spanish-Speaking Students/Temas Para Ingles Comercial Para Estudiantes De Habla Hispana

Typing for Spanish-Speaking Students

PLASTICS:

Bilingual Access Program Developmental Materials for Non-Native Students: Plastics Technology Program

REFRIGERATION/AIR CONDITIONING/HEATING:

Glossary of Heating and Air Conditioning

WELDING:

Bilingual Access Program; Developmental Materials for Non-Native Students; Welding Program

Combination Welding

WORD PROCESSING/DATA ENTRY:

Keypunch for Spanish-Speaking Students

TAGALOG

AUTOMOTIVE SERVICES:

Autobody Repair: Speakeasy--A Text for Speaking, Vol. 1 & 2

TAGALOG

HEALTH SERVICES:

Phrases for Dental Assistants

THAI

AUTOMOTIVE SERVICES:

Auto Body Repair

Automotive Services

CONSTRUCTION/CARPENTRY:

Fiberglass Technician

FOOD SERVICE:

Food Service

MACHINE SHOP/MACHINE TOOL:

Machine Trades

WELDING:

Combination Welding

VIETNAMESE

ACCOUNTING:

Dictionary of Accounting Terminology (Hmong, Lao, Vietnamese)

AUTOMOTIVE SERVICES:

Auto Body: Bilingual Vocational Glossary, Vietnamese/English and Lao/English

APPENDIX C: SPECIFIC LANGUAGE INDEX

VIETNAMESE

AUTOMOTIVE SERVICES:

Auto Mechanics: Bilingual Vocational Glossary, Vietnamese/English and Lao/English

Autobody Repair: Hearsay--Video Transcripts and Answer Key (ESP Series)

Autobody Repair: Speakeasy--A Text for Speaking, Vol. 1 & 2

Automotive and Mechanical Terms

Automotive Mechanics Definitions (Hmong, Lao, Vietnamese)

BUILDING MAINTENANCE:

English on the Job: Maintenance

School Plant Maintenance and Custodial Services Definitions (Hmong, Lao and Vietnamese)

BUSINESS/MANAGEMENT:

Bilingual Vocational Glossary Typing

CONSTRUCTION/CARPENTRY:

Home Maintenance Glossary (Hmong, Lao, Vietnamese)

COSMETOLOGY:

Cosmetology Terminology (Hmong, Lao, Vietnamese)

DRAFTING:

VESL for Blueprint Reading

ELECTRICAL TRADES:

Introduction to Electricity

VIETNAMESE

ELECTRONIC ASSEMBLY:

AC Electronics: Vietnamese Translation (& Lao, Hmong)

Electronic Assembly: Bilingual Vocational Glossary, (Vietnamese/English)

Electronics Book I, Book II, Book III

GENERAL VESL:

English On The Job (3 Level Texts and Cassettes)

English That Works (Books 1 & 2)

HEALTH SERVICES:

Phrases for Dental Assistants

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